

**Village of Riverview**  
9699 Lilac Drive  
Saint Louis, MO 63137  
(314) 868-0700 – Telephone (314) 868-3252 - Fax

**REQUEST FOR RECORDS –MISSOURI SUNSHINE LAW, CHAPTER 610 RSMo**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**DESCRIPTION OF RECORDS REQUESTED – BE SPECIFIC.** Include type of document (e.g., blueprints, permits, licenses), names, dates, 911 addresses, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL REQUIRED – PLEASE READ CAREFULLY, SPECIFY A FEE LIMIT AND SIGN.**

- *If the estimated cost of services exceeds \$10, we may ask for a deposit of the total estimated cost before any work is carried out.*
- *Per State Statute 610.023, please allow 3 full working days for processing following the receipt date of the request.*
- *Records will be available for 30 days after the requester is notified.*

PLEASE NOTE: We are not responsible for email requests caught in our spam filter or in the event of non-receipt of electronically or facsimile transmitted requests. We recommend confirming that the request has been received to ensure compliance with Chapter 610 RSMo.

NOTIFY ME IN ADVANCE IF THE RESEARCH OR COPYING FEES WILL EXCEED \$ \_\_\_\_\_

SIGN HERE > \_\_\_\_\_ DATE \_\_\_\_\_  
(Request will not be processed without signature)

**COST LIST:** (Please indicate which format you'd like to receive your records)

- \$ .10 ..... 8 ½ x 11 copy (each side)
- \$2.00 ..... Blueprint copies
- Cost of postage ..... Mail via USPS
- Scan and email ..... Cost of copies

**VILLAGE OF RIVERVIEW STAFF USE ONLY**

Cost – (copies, research, labor and misc.) \_\_\_\_\_  
Date request was processed by - \_\_\_\_\_ Notification date - \_\_\_\_\_  
Receipt number - \_\_\_\_\_ Enforcement official - \_\_\_\_\_