



Newton County Sheriff's Office and Jail
208 West Coler Street
Neosho, MO 64850
Phone: (417) 451-8300 Fax: (417) 451-8352
Missouri Sunshine Law – Records Request

V.01172024

TO: Custodian of Records
Newton County Sheriff's Office
208 W. Coler Street
Neosho, MO 64850
Email: cid.analyst@newtoncountymo.gov

FROM: Name: _____
Address: _____
City/State/Zip: _____
Phone #: _____
Email: _____

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. I request that you make available to me the following records:

START: Month/Year _____

END: Month/Year _____

Records Request Fee:

Current average clerical rate applicable to research and compilation	\$17.21 / hour
Copy fee	\$0.10 / page
Copy of Audio/Video CD (by request only)	\$3.00 / CD

You will be notified of the total cost for payment, including postage, if applicable at the time of its completion.

****VOLUMINOUS ARCHIVED RECORDS MAY REQUIRE ADDITIONAL RESEARCH TIME AND REQUIRE A DEPOSIT BEFORE PREPARATION****

✓ **Check the boxes that apply to your request:**

I request that the records requested be copies and sent to me at the above listed address, and postage will be paid by me. ***Prepayment Required**

If search and copying fees exceed \$_____ please notify me before proceeding with the copying process.
(Insert the amount you are willing to pay without information about the documents).

I believe this request serves the public interest and is not for personal or commercial interest; therefore, I request that all fees for locating and copying the records be waived. ***State why this information is for the public interest:**

CLOSED PORTIONS OF RECORDS:

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

Signature: _____

Date: _____

If attorney, please furnish name of client: _____

If insurance company, please furnish name of insured: _____

If related to person named in document, please state relationship: _____

***Our Records Clerk will get back with you within three business days regarding your request.
Thank you!***