



Missouri Sunshine Law - Records Request

Newton County Sheriff's Office

Sheriff Matt Stewart

208 West Coler Street, Neosho Missouri 64850
417-451-8300

To: Custodian of Records
Newton County Sheriff's Office
208. W Coler Street
Neosho, MO 64850
Fax: (417) 451-8352
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 Fees

Current average clerical rate applicable to research and compilation	\$23.37 / hour
Copy fee	\$0.10 / page
Copy of audio/video CD	\$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.

I request that the records be mailed to me at the following address, and postage will be paid by me: Address/City/State/Zipcode _____

If searching 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 how this information will be used and why that use is in the public interest:

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:

Signature: /s/ _____

Date: _____