

**CITY OF SELIGMAN  
RECORDS REQUEST FORM**

TO: Brian Nichols, City Clerk  
Custodian of Records  
29144 Main Street  
Seligman, MO 65745

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. Please consult the City of Seligman Sunshine Law Policy which is available online and at City Hall. Please print the following information:

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

Please describe specifically the document(s) you are requesting. If you are asking for records that cover only a particular period, such as last year or a specific month, please identify the time period:

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The Missouri Sunshine Law requires that each request to access public record be acted on no later than the end of the third business day following the date the request is received. We may charge \$0.10 per one sided page for paper copies that are 9x14 or smaller, additional fees or costs may be charged according to the City of Seligman Sunshine Law Policy which is available online and at City Hall. Any search request that will require more than 15 minutes of the Custodian's time will be refused without a substantial advance deposit for the estimated time required to search for the records.

**Please let me know if my request will exceed the following \$\_\_\_\_\_**

Signature: \_\_\_\_\_