



Kennett Board of Public Works/City Light Gas & Water PO Box 40, Kennett, MO 63857 573.888.5366

## CLGW RECORDS REQUEST FORM

Address all records requests to:

Jill Rickman, HRCM  
Kennett Board of Public Works/City Light Gas & Water  
PO Box 40  
Kennett, MO 63857  
[jillrickman@clgw.net](mailto:jillrickman@clgw.net)

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: **(Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period)**

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If you know the subject matter of the records, but do not have additional information, use this alternative: I request that you make available to me all records that relate to **(Be as specific as possible; include dates if you can)**

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If you want and are willing to pay for copies of the records, rather than just being able to see them: I request that the records responsive to my request be copied and sent to me at the following address:

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If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived: I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to **(Tell how you will use the information and why that use is in the public interest)**

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Please let me know in advance of any search or copying if the fees will exceed \$\_\_\_\_\_ **(Insert amount you are willing to pay without additional information about the documents)**

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

### Requester's Contact Information

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

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

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

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