



**ADAIR COUNTY
SHERIFF'S OFFICE**

215 N. Franklin St. Kirksville, MO 63501
OFFICE 660-665-4644 FAX 660-785-3224

Request for Copy of Public Records

Under Missouri Sunshine Law, Chapter 610

Requestor's Name: _____ Phone: _____

Address: _____
(Street Address or PO Box, City, State, Zip)

Requestor's Signature: _____ Date: _____

Request is for: Offense Report Booking Photo Accident Report Other _____

I will: Pick up the record at the Sheriff's Office Request record to be mailed to the above address

Notes, **such as case numbers**, that may assist us with request: _____

FEES

- **\$5.00 per record**—up to 20 pages
 - Any record over 20 pages will be \$5.00 plus **10 cents per page over the original 20 pages.**
- Copies that must be made elsewhere—the actual charges imposed for making the copies, as well as the fee provided above for search, retrieval, accompanying, and returning to storage.
- Fee for actual cost of media used.
- Only black and white copies will be provided.
- Delivery of copies—actual costs incurred for postage, messenger service, etc.
- If your record is to be mailed, you will be billed by mail for all fees.
- For expert assistance retrieving electronic information, actual costs incurred will be charged.
- For a search of 30 minutes or less there will be no retrieval fee. Searches requiring over 30 minutes, there will be a \$8.33 charge per each 30-minute period, excluding the first 30 minutes.
- Payment is by Cashiers' Check, Money Order or personal check. **Cash, credit cards and/or debit cards are not accepted!** Make checks payable to: Adair County Sheriff's Office
- Prices may change without notice.

Please note---as a general rule, the Records Coordinator is not expected to engage in extensive searches or compilations. Any search request that will require more than 30 minutes of the Records Coordinator's time may be declined without an advance deposit for the estimated time required to search for records.

Information that is reasonably likely to pose a clear and present danger to the safety of any victim, witness, undercover officer, or other person; or jeopardize a criminal investigation, including records which would disclose the identity of a source wishing to remain confidential, a suspect not in custody and information of persons 17 years old will be blacked out (RSMo. 610.100.3). A person's social security number will not be released (RSMo. 610.035). The County carries the burden of proof required to initiate an action in circuit court justifying the non-disclosure of partial or complete records.

-----**Agency Use Only**-----

Person Accepting Request: _____ Date: _____

Request Received By: Mail Phone Fax Walk-In

Copy Fee: _____ Research Time Fee: _____ Media Fee: _____ Postage Expense: _____

Total Fees: _____ Date Record Provided To Requestor or Negative Response Given To Requestor: _____

Unable to complete request because: Report not found with info provided Report not complete
 Location outside of Adair County Sheriff's Office jurisdiction
 Report Forwarded to PA Report Closed Record

Employee Completing the Request: _____