



**Mid-Missouri Solid Waste  
Management District**

P.O. Box 6015, Columbia, Missouri 65205-6015  
(573) 874-7574 Fax # (573) 874-7526

**To: Mid-Missouri Solid Waste Management District:**

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 the time period]*

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**If you know the subject matter of the records, but do not have additional information, use this alternative:**

*[Be as specific as possible; include dates if you can.]*

I request that you make available to me all records that relate to: \_\_\_\_\_

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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 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:** *[Tell how you will use the information and why that use is in the public interest.]*

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to: \_\_\_\_\_

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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.

Requested by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone and/or E-mail

