

**SUNSHINE LAW REQUEST
REQUEST FOR PUBLIC RECORDS
FROM BOONE COUNTY RESOURCE MANAGEMENT**

****Date:**_____

TO: Boone County Resource Management
Attn: Custodian of Records
801 E Walnut St, Room 315
Columbia, MO 65201

Email: resmgt@boonecountymo.org
Phone: (573) 886-4330

RECORDS WE MAINTAIN INCLUDE: Zoning; land use; permits including driveway, building, on-site wastewater, and right-of-way; and county-maintained roads and bridges in the unincorporated areas of Boone County, Missouri.

Be advised that a general statement requesting “any and all records” will include email communications, archived files, meeting recordings, meeting minutes, copies of plats, plans, and review comments; to locate and compile this information is very time consuming and could be very expensive. Missouri State Sunshine Law does not require public entities to create records that do not exist, these include, but are not limited to, zoning letters, letters of compliance, time lines, or any document to be recreated on department letterhead. Items marked ** are required fields.

****Please describe the records you are requesting as specifically as possible and include property owner names, address, parcel number or any other identifying information. Add a separate page if needed:**

****I request that the records responsive to my request be sent to me in the following format:**

☐ Paper copy ☐ *Email ☐ *Thumb Drive ☐ *CD ☐ I will provide my own Thumb Drive/CD

☐ ****By checking here, I understand that there is a fee for copying, searching and retrieving records and that a deposit may be required prior to the record search. I understand that Resource Management can only provide records maintained by Resource Management, requests for records maintained by other departments will require a separate records request to that department.**

****Name**

****Phone Number**

Address

****Email Address**

City, State, Zip

If a deposit is required and the actual cost is more than the estimate you will receive a final statement which must be paid at the time of records pickup. If the actual cost is less than the estimate you will receive a refund of the difference. Please allow between 14-21 days to receive the refund.

To submit form right click on the form then Save As, rename the form and email to: resmgt@boonecountymo.org

*Emails cannot exceed 25MB, per Boone County email size restrictions. If Resource Management provides the thumb drive or CD, Requestor will pay the cost.
**Required Fields