



**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.
- For a search of 30 minutes or less there will be no retrieval fee. Searches requiring over 30 minutes, there will be a \$6.90 charge per each 30 minute period, excluding the first 30 minutes.
- For expert assistance retrieving electronic information, actual costs incurred will be charged.
- Payment is by Cashiers Check, Money Order or personal check, **cash is not accepted!** Make checks payable to: Adair County Sheriff's Office
- If your record is to be mailed, you will be billed by mail for all fees.
- 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: \_\_\_\_\_