



Pulaski County Tourism Bureau

137 St. Robert Blvd. Suite A
Saint Robert MO 65584
PulaskiCountyUSA.com
573.336.6355

Open Records Request Form

Request for open records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri

Date Requested: _____

Name: _____ Company: (If applicable) _____

Address: _____

	Street/PO	City	State	Zip
Email:	_____	_____	_____	_____
Phone:	_____	_____	_____	_____

Information requested:

Please describe in detail the information you are requesting. Please be as specific as possible to enable PCTB to process your request in a timely and efficient manner.

Signature

Date

PCTB will respond to your request within 3 working days. Response may be confirmation of request and timeline, confirmation, estimated cost and timeline to fulfill the request, or fulfillment of request.

If a portion of the requested records are closed, staff will segregate the closed portions and provide the rest of the records.

If cost is associated with the request an estimate will be provided with instructions for remitting payment. Fees are based in accordance with the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. Payment in full must be received prior to processing.

PCTB: Date and Time Received: _____ Initial: _____
Estimated Timeline: _____ Estimated Cost: _____