

**City of Marshall**  
**Julie Lewis, City Clerk**  
**214 N. Lafayette**  
**Marshall, MO 65340**

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. If you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period)**

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If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

I understand there may be fees associated with this request and that I will be informed of the fees prior to the fulfillment of the request.

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Name

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Address

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City, State, Zip Code

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Signature

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For Office Use Only:

Date Request Received \_\_\_\_\_ Fee (If Applicable) \_\_\_\_\_

Date Request Fulfilled \_\_\_\_\_