



Jera Pruitt

Clerk of the Commission - Platte County, MO

Open Records Request

Description of Record(s): _____

No. of Copies: _____ Attested: Yes _____ No _____

Person / Office Requesting Record(s): _____

Address: _____

Email: _____ Phone: _____

I understand that the County Clerk will charge a fee for the time used to research and the cost of paper copies or other media and if other offices are involved in searching for records, then the hourly charge will vary from office to office.

I agree to pay the charges as detailed by the County Clerk:

Signed: _____ Date: _____ Time: _____

Responses are completed as allowed by statute.

For additional questions contact: CountyClerk@CO.Platte.MO.US or (816) 858-3340

FOR OFFICE USE ONLY

Research / Other / Notes: _____

Charges:	Item / Rate:	Total:
Copies made:	_____ =	_____
Research:	_____ =	_____
Other costs:	_____ =	_____
Total amount due:		_____

Notification to: _____ Date: _____ Time: _____

Completed by: _____ Date: _____ Time: _____

Signature for Pickup: _____ Date: _____ Time: _____

Request Provided Via: _____ Date: _____ Time: _____