

**LINCOLN COUNTY HEALTH DEPARTMENT
5 HEALTH DEPARTMENT DR
TROY, MISSOURI 63379
(636) 528-6117**

MISSOURI SUNSHINE LAW

The Lincoln County Health Department, shall comply with sections 610.010 to 610.030, RSMo, the Missouri Sunshine Law.
Under Section 610.026 RSMo, photocopies will be provided at actual cost, if duplication equipment is available. The cost is \$10.00 per hour for staff time and .10 cents per copy, with a minimum of one hour. Fees may be required prior to photocopying (610.026.2). Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is made unless there are certain unusual circumstances allowed by law (610.023.4).

Under the **Missouri Sunshine Law**, I _____
am requesting copies of all records filed with the Lincoln County Health Department, #5 Health Dept Dr Troy, MO 63379, under the following property, owner, or specific forms:

Name _____ Phone() _____

Address _____ City _____ State _____ Zip _____

Property Owner (if different) _____

Specific Forms _____ Date Range _____

Date of Request _____ 20 _____

Signature _____

For Office Use Only:

Request Received by _____ Date _____

Staff Time _____ (*one hour minimum*) Total Amount Due _____

of Copies _____ Date Paid _____ Check # _____

Received By _____ Date _____
(Signature)