

# ANDREW COUNTY PROSECUTOR'S OFFICE

Monica J. Morrey



**Request for Copy of Records**  
Missouri Sunshine Law Chapter 610 RSMo.  
Custodian of Records: Monica Morrey

P.O. Box 377, 411 Court Street, Savannah, Missouri 64485  
Phone: (816) 324-3535 | Fax: (816) 324-6015  
www.andrewcounty.org

Today's date: \_\_\_\_\_ Party Names: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Law Enforcement Jurisdiction: \_\_\_\_\_

Reason for Request (be as specific as possible):  
\_\_\_\_\_  
\_\_\_\_\_

Description of Records Requested (be specific as possible):  
\_\_\_\_\_  
\_\_\_\_\_

**Please be aware ACPA staff will reach out to you for clarification if the reason for request or description of the records are not plainly stated and this can impact processing time.**

## FEE SCHEDULE:

Under § 610.026 RSMo., the office may collect fees to recover the cost and labor to complete a request. All fees are due prior to the release of records. Complex requests are subject to cost estimation increases. Production fees may not be identified until staff research is conducted, and two cost estimations may be provided before final release of records. Please remit money orders, payable to the Andrew County Prosecuting Attorney.

- Ten cents (10¢) per page copies 9 x 14 or smaller.
- Twenty-five cents (25¢) per CD
- Fifteen cents (15¢) per page copies larger than 9 x 14.
- Thirty cents (30¢) per DVD.
- Duplicating time shall be charged at \$15.69 per hour.
- Research time shall be charged at \$19.52 per hour.

\*Fes may be adjusted annually

## NECESSARY TO RESPOND TO YOUR REQUEST:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

I acknowledge the information provided on this form is accurate and material to the submitted public records request. I declare under penalty of perjury that the forgoing is true and correct. Executed on:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*As Victim and/or representative of person(s) involved with case, I do not object to records being released.

(approved: 2-1-2023, MJM/jmv)

That Andrew County Prosecuting Attorney's Office shall comply with §§610.010 to 610.225, the Sunshine Law, as now existing or hereafter amended.