Sunshine request templates for municipal records in Missouri
Courtesy of Ivy Scott and Katie Moore
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Here is an abbreviated list of some documents from your city, town or county you may want to request. Depending on the municipality, there may be a portal you can use to submit Sunshine/public records requests, or you may have to send them to the department's media contact via email.

Fire/EMS calls for service:
I am writing to request a log of all fire department or EMS dispatches to [address] with date, time, and reason for dispatch, from [start date] to [end date]. Please return records in a text-readable format such as Excel or CSV.

All 911 incident reports:
I am writing to request 911 call logs and incident reports for all dispatches to [address], from [start date] to [end date]. Please return records in a text-readable format such as Excel or CSV.

Settlements:
I am writing to request a list of all records showing claims and settlements paid out for the [law enforcement agency], from [start date] to [end date]. Please return records in a text-readable format such as Excel or CSV if available.

For guidance on requesting police records, please see this post, which contains several sample documents.

Regardless of how you submit your request, you should always ask for the documents to be sent electronically, and for the department or agency to waive any fees they would otherwise charge you. Feel free to adapt this language for your request:

I request that all fees for locating and copying the records be waived per section 610.026(1) of the Missouri Sunshine Act, which states, "Documents may be furnished without charge or at a reduced charge when the public governmental body determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the public governmental body and is not primarily in the commercial interest of the requester."