



HARRISONVILLE POLICE DEPARTMENT
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Custodian of Records: hpd@ci.harrisonville.mo.us



Request For Records

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri, maintained by the Harrisonville Police Department. It is possible that these records or portions of them, may **NOT** be open under the Missouri State Statutes and are not available for release in part or whole. This written request for public records will be acted upon no later than the third business day following the date of the request. Document production may exceed the three business days for reasonable cause, in which event the Custodian of Records will provide an explanation as to why and the approximate date the records can be available for release. When a request is denied, the Custodian of Records will provide a written statement giving reasons for the denial citing the provisions provided by law.

A minimum reproduction fee of \$5.00 **WILL** be charged and additional fees may apply for the actual costs incurred by this office for the search and reproduction of documents. All payments **MUST** be received prior to any reproductions being made or released. (Cash, Check or Money Order)

Records Information

Type: ☐ Incident Report ☐ Accident Report ☐ Arrest Report ☐ Other

Describe the record as specifically as possible (report number, names, dates, incident type, etc.):

Contact information

Name:

Phone Number(s):

Address:

City/State/Zip:

Signature:

Date:

Office Use Only

Disposition:

☐ **Produced** ☐ **Redacted & Produced** ☐ **Closed Record**

Total Cost of Production: \$ _____ Processed by: _____

Date Released: _____

Approved by: _____

4/10/2012