



OFFICE OF THE CITY CLERK

CUSTODIAN OF RECORDS | NOTARY | VOTER REGISTRATION | AGENDAS

May 14, 2018

VIA EMAIL ONLY

Dave Maass
MuckRock News
DEPT MR 53662
411A Highland Ave
Somerville, MA 02144-2516

Dear Mr. Maass,

Thank you for your letter regarding certain records you would like to obtain from the City of Branson.

In order to provide a controlled, centralized processing point for records requests, we ask that all requests pursuant to Missouri Revised Statutes Chapter 610 be submitted on our Request for Records form, a copy of which I have attached to this email. Please fill out this form, making sure to sign it and specify a fee limit, and return it to the City Clerk's office via fax, mail, or reply email. You may reference an attached sheet if your records description is too long to fit. We will respond to your request within three business days following our receipt of the completed form.

Thank you for your cooperation. We look forward to serving you.

Sincerely,

A handwritten signature in black ink that reads "MRosmis". The signature is stylized and cursive.

Michael Rosmis
Archives & Document Mgmt.
City of Branson, MO