CLAY COUNTY ASSESSOR'S OFFICE
1 Courthouse Square
Liberty, MO 64068-2390
Telephone 816/407-3500
FAX 816/407-3501

Tracy Baldwin, Clay County Assessor

CLAY COUNTY ASSESSOR - RECORDS REQUEST FORM

To Lucas Wallingford, Custodian of Records for the Clay County Assessor,
at 1 Courthouse Sq., Liberty, MO 64068. **assessor@claycountymo.gov**

Name of person making request: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. I request that you make available to me the following records:

_____

_____
(Describe the records as specifically as possible, a request that is unclear may require additional charges for research.)

If you know the subject matter of the records, but do not have additional information, use this alternative:
    I request that you make available to me records that relate to:

_____
(Be as specific as possible and include dates if you can.)

COPIES: If you want and are willing to pay for copies of the records, rather than just being able to see them:
  Check one:
    __I request that the records responsive to my request be copied and sent to me at the above address:
    __I will pick up the records at the Assessor's Office above
  Check one:
    __I request paper copies
    __I request that the records be emailed to me at the above address if possible
    __I request that the records be provided on a disc or thumb drive.

FEES: Please let me know in advance of any search or copying if the fees will exceed:
    $_____ (Insert the amount you are willing to pay without additional information about the documents.
            Note – make your request clear to reduce research fees. Postage and copy fees apply.)

PUBLIC INTEREST: If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:
    _____I request that all fees for locating and copying the records be waived. I am attaching an additional page to state how the information I obtain through this request will be used, and why that use in in the public interest.

_____

Assessor Use: Date received: _____   Request number:_____
REV1.1/09012021

Instructions for Making Records Request

The request form on the reverse side is modeled after the Missouri Attorney General approved form.

Those requesting to view records need an appointment. Please call the number listed, to schedule a time.

A good description of the records requested will reduce research fees associated with locating them. Please identify the time period of your request. If no time period is indicated, we will assume you are requesting the current year record.

If the description of the records you request is lengthy, you may attach additional pages to the request form. Please indicate on the face of the form if additional pages are attached.

Information about individual properties is contained on a Property Record Card, which is a public record; a property record card may be requested by Parcel ID number, address, or owner's name. It is our policy to send a courtesy copy of the property record card to the property owner at no charge via email, or make a paper copy available for pick-up.

Information is also available at no cost on the web site at https://www.claycountymo.gov/departments/assessor

We will respond to your request within 3 business days of the Custodian of Records receiving it.

Our response may include a request for clarification of your request and/or a request for a fee. Pre-payment of fees is generally required.

> **Fees include**:
> _____Research time at actual cost - $22/per hour (Minimum $6 for simple request)
> > Where the request is unclear or extensive, or the record includes confidential information to be redacted, the research fee could be much higher. We will phone or contact you to let you know the anticipated fee.
>
> $0.10 Per page copy cost for copies less than 9x14 inches
> _____ Employee time for duplicating - $14 per hour
> _____ Other media costs such as thumb drive or CD
> _____ Postage

If we do not have a record responsive to your request, we will let you know.

If a request is denied, we will let you know, and state why.