**INSERT DATE HERE**

***SENT VIA EMAIL: JBS@jacksongov.org***

**Jackson County Assessment Department**

**415 E. 12th Street, 1M**

**Kansas City, MO 64106**

To whom it may concern/ Deputy Director Jeph Burroughs Scanlon,

This is my request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. On ***INSERT YOUR SUNSHINE LAW REQUEST DATE HERE*** ( hereinafter referred to as “that Date”), I request that you make available to me the following records: The complete 2019, 2018, 2017 and 2016 assessment file, including all notices that were sent out regarding reassessment, appraisals, valuation, and documents I provided in response to the proposed reassessment for the following parcels:

Parcel Numbers:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please include all documents, notes, photos, videos, and any other recorded media used to evaluate the properties, including the Assessor’s name, in the file production. I request that you and the Jackson County Assessment Department copy the records responsive to my request and send them to me at the following address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If portions of the requested records are closed, then segregate the closed portions and provide me with the rest of the records. If you need to contact me, then I can be reached at any time at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 RSMo, 610.023 states that:

“Each public governmental body shall make available for inspection and copying by the public of that body’s public records.” RSMo, 610.023 (2).

“Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end to the **third business day** following the date the request is received by the custodian of records of a public governmental body.” RSMo, 610.023 (3).

“If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection.” RSMo, 610.023 (3).

“If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received. RSMo, 610.023 (4).

Please respond to my request within three business days.

If you do not respond within that three-day period, please give a detailed explanation of the cause for further delay and the place and earliest time and date that the documents would be available for inspection.

Please notify me, or my agents or representatives if my request is denied.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parcel Owner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Parcel Owner