



JASPER COUNTY

EMERGENCY SERVICES

TOGETHER IN SERVICE - UNITED IN PURPOSE

13870 Dispatch Lane • P.O. Box 801 • Carthage, Mo 64836
Admin 417-358-7000 • www.jasco.gov • Non-Emergency 417-359-9100

AOU-913: Records Request Form

Policy Reference: OEH-117 Records Request / OEH-116 Records Retention

This form is used to request official records maintained by Jasper County Emergency Services (JASCO). All requests are processed in accordance with the Missouri Sunshine Law (RSMo 610), the Missouri Local Records Act (RSMo 109), and applicable federal privacy regulations. Incomplete or vague requests may delay processing. This form may be completed by the requestor or by JASCO personnel to document a verbal records request. Note: 911 call recordings and information obtained through a 911 call are closed records under RSMo 610.150. Incident report information (date, time, location, and immediate facts) may be available pursuant to RSMo 610.100. Submission of this form does not guarantee release of requested records.

Requester Information

Name: _____ Date of Request: _____

Agency / Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Type of Requestor (check one): Law Enforcement Fire/EMS Prosecutor's Office Public Defender
 Private Attorney Citizen Other (Explain) _____

Record Information

Incident Date: _____ Incident Time: _____

Incident Location / Address: _____

Incident Type / Description: _____

Originating Phone Number (if applicable): _____

Name of Calling Party: _____

Records Requested (check all that apply): Incident Report Telephone Recording (non-911) 911 Recordings (Closed record under RSMo 610.150, release only as permitted by statute or court order)
 Dispatch / Radio Traffic Other (Describe): _____

If requesting radio or phone recordings, specify the duration or portion desired (for example: "dispatch only," "until units arrive," or "until scene cleared"):

Purpose of Request

Briefly describe the reason for the request (general description only):

Disclosure of purpose is voluntary and is not required for processing under Missouri Sunshine Law.

Delivery Method

Notify me when records are ready; I will pick them up within 96 hours.

Mail to the following address: _____

Email (if available and authorized): _____

Unclaimed records will be handled in accordance with OEH-116 Records Retention Policy.

Acknowledgment, Fees, and Deposit

I acknowledge that records requested may contain confidential or protected information subject to Missouri law, HIPAA, or CJIS policy and that such information may not be used or disclosed in violation of law. I further understand that certain records may be denied or redacted under RSMo 610.021 or may require a court order pursuant to RSMo 610.150.

I understand that records requests requiring staff research, review, redaction, or compilation are subject to an advance deposit of \$22.50 representing the cost of the first hour of research, based on the average hourly rate of clerical staff, in accordance with OEH-117 and RSMo 610.026. Processing may be suspended until payment is received. Failure to submit payment does not constitute a denial of the request.

Signature of Requester: _____ Date: _____

Authorizing Signature (if agency request): _____ Title: _____

For Jasper County Emergency Services Use Only

Date Received: _____ Time: _____ Received By: _____

CAD Event #: _____ Request Approved By: _____ Date: _____

Processing Staff: _____ Date Completed: _____

Fees Assessed: \$ _____ Payment Received: Yes No Receipt #: _____

Record Delivered By: _____ Date/Time: _____

Picked Up Mailed Emailed Denied (per RSMo 610.021 and/or 610.150)

Fee Schedule Summary (RSMo 610.026):

- \$22.50 per hour research / reproduction (minimum 1 hour)
 - \$0.10 per printed page for paper copies
 - \$2.00 per USB flash drive for digital records
 - Fees waived for Jasper County law enforcement, Fire, and EMS agencies, Prosecutor, and Public Defender.
- All fees must be paid before records are released. Checks payable to Jasper County Emergency Services. Fees and deposits do not apply to routine access to open public records that are already readily available, including approved public meeting agendas and minutes, except for actual duplication or media costs if requested.