

## General Inquiry/Sunshine Request

This form is used when members of the general public or members of the media request a case/coroner report. Any record containing Protected Health Information will be redacted in compliance with HIPAA and you will still be charged for that record. Autopsy and toxicology reports are closed records intended only for the deceased's legal next of kin. For that reason, a Coroner Report may be requested, in lieu of a Case Report, which includes only the details that are pertinent to death and open to the public. These records requests are not for insurance or litigation use. Each page will be marked with that disclaimer.

*To request a report, please complete the form below* and submit a copy of a valid state-issued driver's license or identification card. Other forms of identification are not accepted. To be considered valid, it must reflect your current address, not be expired, and match the name you are using on the submission form.

Once completed, the form may be submitted to the Polk County Clerk's Office during regular business hours or mailed directly to the coroner's office at 102 E Broadway St. Bolivar, Mo 65613. Once we receive your request, we will contact you to let you know the time frame of the records release and verify if you are picking up the records at our office, or if we will be emailing them via encryption with the required identification and signature.

Please Keep the following in mind when making your request.

1. These records are not for use as insurance or legal proceedings and will be marked accordingly.
2. When making the request, you must submit a valid state identification, such as a driver's license.
3. Members of the media should submit a business card or company letterhead.
4. Once our office receives the request, you will be contacted regarding when the records will be ready for release.
5. Records may be limited or not released until adjudicated if this is an open or criminal case.

If you have questions, please get in touch with our office before completing the request.

## Fee explanation

Section 610.026.1(1), RSMo, allows a public governmental body to charge up to 10 cents per page for standard paper copies, the average hourly rate of pay for clerical staff to duplicate documents, and the actual cost of the research time for fulfilling the request. This provision also requires that the public governmental body use the lowest-salaried employees capable of searching, researching, and copying the records. Fees for accessing records on other media, or non-standard paper copies, shall reflect the actual cost involved. The requester may wish to ask for a breakdown of the costs associated with the request to determine how the public governmental body arrived at the final charge.

610.205. Crime scene photographs and video recordings closed records, when - disclosure to next-of-kin or by court order - inapplicability. - 1. Crime scene photographs and video recordings, including photographs and video recordings created or produced by a state or local agency or by a perpetrator or suspect at a crime scene, which depict or describe a deceased person in a state of dismemberment, decapitation, or similar mutilation including, without limitation, where the deceased person's genitalia are exposed, shall be considered closed records and shall not be subject to disclosure....

.10 per page plus 2 hours to locate, copy, redact, prepare, refill, and deliver; plus actual time to research, plus 2% of the actual cost of autopsy or toxicology conducted, or \$150 maximum for standard record request.

### Average Cost per Request

|                |         |
|----------------|---------|
| Coroner Report | \$15.55 |
| Case Report    | \$31.84 |