

September 12, 2019

Custodian of Records
City of St. Louis Office of the Treasurer
1200 Market St # 220
St. Louis, MO 63103

To whom it may concern,

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

I am requesting the following information:

- ① ➤ Copies of any calendar or appointment log, physical or electronic, used by Treasurer Jones, that shows her meetings, appointments, or other daily activities, from 2016-present.
- ② ➤ Copies of any documents or logs showing dates and times that Treasurer Jones accessed any city office or office building used by the Treasurer to conduct business.
- ③ ➤ Copies of all "Request for Reimbursement of Traveling Expenses" forms for each trip taken by Treasurer Jones in 2017 and 2019, along with the following dates:
 - Feb 8-9, 2018
 - Jun 7-8, 2018

Please note that the links to 2017 travel forms on the Treasurer's website lead to a "Page Not Found" error, and the forms for trips on the specific dates noted above do not appear on the site.

The Missouri Sunshine Law requires a response within three business days. If access to the records I am requesting will take longer than this time period, please contact me with information about when I might expect copies.

Please provide me with a written estimate of any costs and fees before processing this request. Feel free to send responses to me at stfox33@gmail.com.

Sincerely,



Steve Fox