

## POLICY

It is the public policy of the District that meetings, records, votes, actions and deliberations of the Board of Directors shall be open to the public unless otherwise provided by law and that the District shall comply with the Missouri Sunshine Law, as now existing or hereafter amended.

## RESPONSIBILITIES

It is the responsibility of the **Board** to appoint a Custodian of Records to maintain the Board's records and the identity and location of the custodian is to be made available upon request; provide access to and furnish copies of public records, upon request; and provide a reasonable written policy regarding the release of information concerning any meeting, record, or vote.

It is the responsibility of the **Custodian of Records** to respond to all requests for access to or copies of a public record within the time frame required by statute except in those circumstances authorized by statute.

It is the responsibility of the **Secretary** to ensure that the agenda for every Board of Directors meeting is prepared and posted in a public place.

It is the responsibility of the **Secretary** to ensure the public is notified of all meetings.

It is the responsibility of the **Secretary** to inform Directors of any special meetings or changes in meeting dates, times, or locations.

It is the responsibility of the **District Manager** to ensure that the District's website and any marquee is updated with the dates and times of all meetings.

## PRACTICES

1. Each request for access to a public record of the District shall be deemed a Missouri Sunshine Law Request and acted upon as soon as possible by the Custodian of Records, but not later than the end of the third (3<sup>rd</sup>) business day following the date the request is received by the District's Custodian of Records.
2. The Custodian of Record will log each request by adding the email, subpoena, letter, memorialization of a telephone call or conversation to the District's record repository and inform members of the Board and if

necessary, the District's attorney. All subpoenas shall automatically be forwarded to the District's attorney.

3. If records are requested in a certain format, the District's Custodian of Records shall provide the records in the requested format, if such format is readily available.
4. If access to the public record is not granted immediately, the District's Custodian of Records shall give a detailed explanation of the reason for further delay and the earliest time and date that the records will be available for inspection. This period for document production may exceed three (3) days for reasonable cause.
5. If a request for access to a public record of the District is denied, the District's Custodian of Records shall provide, upon request, a written statement of the grounds for such denial, and the specific provision of law under which access is denied. Such statement shall be furnished to the requester no later than the end of the third (3<sup>rd</sup>) business day following the date that the request for the records is received.
6. The fee to be charged for access to or furnishing copies of records shall be ten (10) cents per page, plus an hourly fee for duplicating time not to exceed the State minimum wage.
7. Fees for providing access to public records maintained on computers, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine by fourteen (9" x 14") inches shall include only the cost of copies, an hourly fee for duplicating and programming time not to exceed the higher of the State minimum wage or any hourly rate paid to the District's Custodian of Records, if necessary, and the cost of the disk, tape, or other medium used for the duplication.
8. Fees for maps, blueprints plats, or information that must be extracted from software applications that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints, or plats and if programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming.

9. Documents may be furnished without charge or at a reduced charge when the Board determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the District or Board and is not primarily in the commercial interest of the requester.
10. Prior to producing copies of the requested records to the person requesting such records, the District's Custodian of Records is required to provide an estimate and obtain payment of the costs for such production.
11. Payment of such copying fees may be requested prior to the making of copies.
12. The District's Custodian of Records shall, as soon as possible, remit all monies received for such production costs charged pursuant to this Policy to the District's Treasurer for deposit into the District's depository accounts.

RELATED POLICY

Privacy Policy 730

RELATED STATUTES

RSMo §321.200.1

RSMo §§610.010-610.035 (the Missouri Sunshine Law)

REVISION HISTORY

Revision Date	Author	Revision Details
August 4, 2021	Monte Olsen	Initial version
March 19, 2022	Monte Olsen	Added logging requests, informing members of the Board, notifying the attorney of subpoenas, information that must be extracted, and the Custodian of Records' hourly rate.