

RESOLUTION
ST. FRANCOIS COUNTY MISSOURI
SUNSHINE LAW REQUEST POLICY

WHEREAS, section 610.023.1, RSMo., provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request;

WHEREAS, section 610.026, RSMo., sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records;

WHEREAS, section 610.028.2, RSMo., provides that a public governmental body shall provide a reasonable written policy in compliance with §§ 610.010 to 610.030, RSMo., regarding the release of information on any meeting, record, or vote.

NOW, THEREFORE, BE IT RESOLVED BY THE ST. FRANCOIS COUNTY, MISSOURI, COMMISSION, THAT:

1. The St. Francois County Clerk is appointed custodian of records of the St. Francois County Commission and that such custodian is located at 1 West Liberty, Room 300, Farmington Missouri. All Sunshine Law requests shall be addressed and delivered to the St. Francois County Clerk. All requests addressed and delivered otherwise shall may be delayed for failure to adhere to these requirements.

2. The custodian of records will respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

3. The fees to be charged for access to or furnishing copies of records shall be as hereinafter provided, except as otherwise provided by law:

- a. Paper copies 9"x14" or smaller shall be 10 cents per page, plus the hourly fee for duplicating time not to exceed the average hourly rate for clerical staff of the office fulfilling the request.
- b. If research time is required, it will be billed at the actual cost to perform the research. The hourly rate charged shall be the hourly rate, or equivalent, of the St. Francois County employee that will result in the lowest amount of charges for search, research, and duplication time.
- c. Fees for providing access to electronic records set forth in § 610.026.1(2), RSMo. and for paper copies larger than those set forth in 3.a., shall not exceed the cost of copies, staff time, which shall not exceed the average hourly rate of pay for staff of the public governmental body for making copies and programming, if necessary, and the cost of the medium used for the duplication. Fees for records that require special expertise to duplicate will include the actual rate of

compensation for the personnel required for duplication and if programming is required beyond the customary and usual level to comply with a request for records, the fees will include the actual costs of programming.

4. A deposit for the estimated cost of fulfilling a request for records shall be required prior to initiating fulfillment of the records request.

a. Any excess deposit shall be refunded to the requesting party upon fulfillment of the request.

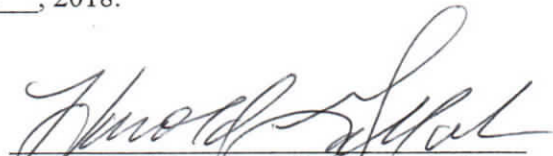
b. Any remaining balance not covered by the deposit shall be paid by the requesting party prior to the requested records being released.

5. That it is the public policy of the St. Francois County Commission that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

6. That the St. Francois County Commission shall comply with the sections 610.010 to 610.030, RSMo, as now existing or hereinafter amended.

7. All parties requesting records under the Sunshine Law are encouraged to read this Resolution and to complete the Sunshine Law Request attached hereto as Exhibit A.

RESOLVED, this 27th day of November, 2018.


Harold Gallaher, Presiding Commissioner


Gay Wilkinson, Associate Commissioner


Patrick Mullins, Associate Commissioner

ATTEST:



Mark Hedrick, County Clerk

Exhibit A - Sunshine Law Request

If clarification or additional details are needed, you will be contacted prior to fulfilling the request. Please be specific and detailed in your request to prevent misinterpretation.

Name of Requesting Party: _____

Address of Requesting Party: _____

Telephone of Requesting Party: _____

I request that you make available to me the following records, or, in the alternative, I request that you make available to me all records that relate to:

Department: _____

Time Period: _____

Request: _____

If you want and are willing to pay for copies of the records, rather than just being able to see them, I request that the records responsive to my request be copied and sent to me at the address listed above.

If you believe your request serves the public interest, and is not for personal or commercial interest, you may request that the fees be waived, by selecting the checkbox. If this checkbox is selected, I request that all fees for locating and copying the records be waived and the information I obtain through this request will be used to:

Please let me know in advance of any search or copying if the fees will exceed \$ _____ (insert amount you are willing to pay without additional information about the records).

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

By signing below, I hereby acknowledge that I have read, understood, and agree to the St. Francois County Missouri Sunshine Law Request Policy.

Signature: _____ Date: _____