

Sunshine Law Policy

It is the policy of the City of Ballwin to comply with the provisions of Chapter 610, RSMo, which is commonly referred to as the Sunshine Law. In furtherance of this policy, it is noted:

Section 610.023.1, RSMo. provides that a public governmental body is to appoint a custodian who is to be responsible for the maintenance of that body's records and the identity and location of the custodian is to be made available upon request; and

Section 610.026, RSMo. provides that a public governmental body may prescribe reasonable fees for providing access to or furnishing copies of public records, and that those fees shall not exceed the actual cost of document search and duplication; and

Section 610.028.2, RSMo. provides that a public governmental body shall provide a reasonable written policy in compliance with Sections 610.010 to 610.030, RSMo commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

In accordance with the provisions of the Sunshine Law, the following is adopted as the policy of the City of Ballwin:

1. That the city clerk is appointed custodian of the records of the City of Ballwin and that such custodian is located at the Government Center, 14811 Manchester Road, Ballwin, Missouri 63011.
2. That the custodian shall 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. That the fee which may be charged for access to or furnishing copies of public records shall be hereinafter provided said fees having been determined to comply with the provisions of Section 610.026 RSMo.
 - a. A fee of \$25.23 per hour for activities performed by staff including time required to locate, prepare and copy responsive documents.
 - b. A fee of \$.10 per page for copies of a document.

- c. A fee which includes only the cost of copies, equipment use, programming and staff time required in the production of a public record maintained on computer, facilities, recording tapes or discs, videotapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices.
 - d. Documents may be furnished without charge or at a reduced charge when the City of Ballwin determines that waiver or reduction of the fee is in a public interest because it is likely to contribute significantly to public understanding of the operations or activities of the City of Ballwin and is not primarily in the commercial interest of the requestor.
 - e. The above fees may be required to be paid in advance.
4. That it is the public policy of the City of Ballwin that all meetings, records, votes, etc. of this body are open to public inspection except those that the statutes allow to be closed (Section 610.021).
5. That the City of Ballwin shall comply with sections 610.10 to 610.225, RSMo, the Sunshine Law, as now existing or hereafter amended.

MISSOURI SUNSHINE LAW * RECORDS REQUEST

SLR _____

TO: Custodian of Records
City of Ballwin
14811 Manchester Road
Ballwin, MO 63011

FROM: Name: _____
Please Address: _____
Print City/State/Zip: _____
Phone #: _____
E-mail Address: _____

DATE: _____

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.
I request that you make available to me the following records:

SUBJECT: _____

START: Month/Year: _____
END: Month/Year: _____

Check (✓) the boxes that apply to your request:

PAPER COPIES:

I request that the records requested be copied and sent to me at the following address:
Name / Address/ City / State / Zip: _____

★ **PREPAYMENT REQUIRED:** 10¢ per page;
Current average clerical rate applicable to research and compilation: \$25.23/hour.
You will be notified of the total cost for payment.

MAXIMUM PAYMENT:

If search and copying fees will exceed \$_____ please notify me before proceeding with the copying process. (Insert the amount you are willing to pay without more information about the documents.)

VIEW DOCUMENTS:

I want to view the documents instead of receiving paper copies.

PUBLIC INTEREST:

I believe this request serves the public interest and is not for personal or commercial interest; therefore, I request that all fees for locating and copying the records be waived.

State how this information will be used and why that use is in the public interest:

CLOSED PORTIONS OF RECORDS:

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

★ PURSUANT TO SECTION 610.016 RSMo., FEES FOR COPYING PUBLIC RECORDS, EXCEPT THOSE RECORDS RESTRICTED UNDER SECTION 31.091 RSMo. SHALL NOT EXCEED 10¢ PER PAGE FOR A PAPER COPY NOT LARGER THAN 9 X 14 INCHES, WITH THE HOURLY FEE FOR DUPLICATING TIME NOT TO EXCEED THE AVERAGE HOURLY RATE OF PAY FOR CLERICAL STAFF OF THE CITY OF BALLWIN. RESEARCH TIME REQUIRED FOR FULFILLING RECORDS REQUESTS WILL BE CHARGED AT THE ACTUAL COST OF RESEARCH TIME. DUPLICATING TIME AND RESEARCH TIME WILL BE CHARGED BY THE CITY OF BALLWIN AT THE RATE OF \$25.23 PER HOUR.

Signature -----**DO NOT WRITE BELOW THIS LINE** -----
Date: _____

RECEIVED: _____ **FORWARDED TO:** Name: _____
Dept.: _____ **Date:** _____