

Sunshine Law 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; and

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

WHEREAS, 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.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Stone County Clerk be and hereby is appointed custodian of the records of the County of Stone and that such custodian is located on the third floor of the historic courthouse located at 108 E 4th Street, Galena, MO.
2. That said 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 fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: \$.10 per page for prints, \$5.00 for CD, no charge for request to be emailed or when CD is provided. An hourly rate of pay for research and duplicating time is calculated at the average hourly rate of pay for clerical staff of the public governmental body.
4. That it is the public policy of the County of Stone that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That the County of Stone shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

Cindy Elmore – Stone County Clerk

108 East 4th Street – PO Box 45 – Galena, MO 65656

Email: scocelmore@gmail.com 417-357-6127 – fax 417-357-6861

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. I understand that the information is provided to me per 115.157 RSMo. And is only to be used for the purposes stated in the statute.

SUNSHINE REQUEST

I request that you make available to me the following records or records that relate to:

I request that the records responsive to my request be copied:

Copy and mail: _____ I will pick up: _____ Email: _____

Please let me know in advance of any search or copying if the fees will exceed \$ _____

Please print clearly

Date: _____

Printed Name: _____

Written Signature: _____

Address: _____

Phone: _____ E-Mail: _____

Please forward your request to Stone County Clerk’s Office, PO Box 45, Galena, MO 65656.

Fax: 417-357-6861 or E-Mail to scocelmore@gmail.com, scocmisty@gmail.com or scoclander@gmail.com.

Cost: \$.10 per page for prints, \$5.00 for CD, No charge if e-mailed or requester provides CD.