

Attachment E: Custodian of Records Document

Northwest Missouri Regional Solid Waste Management District

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Northwest Missouri Regional Solid Waste Management District

Policy for providing access to Public Records

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 Jerri Dearmont be and hereby is appointed custodian of the records of the Northwest Missouri Regional Solid Waste Management District and that such custodian is located at 114 West Third, Maryville, MO 64468.
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:
 - a. Fees for copying public records, except those records restricted under section 32.091, RSMo, shall not exceed ten cents per page for a paper copy not larger than nine by fourteen inches, with the hourly fee of \$12.00 for duplicating time. Research time required for fulfilling records requests may be charged at the actual cost of research time.
 - b. Fees for providing access to public records maintained on computer facilities, 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 inches shall include only the cost of copies, staff time of \$12.00 per hour, and the cost of the disk, tape, or other medium used for the duplication. Fees for maps, blueprints, or plats 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. 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.
4. That it is the public policy of the Northwest Missouri Regional Solid Waste Management District that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That the Northwest Missouri Regional Solid Waste Management District shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

	8/29/07
Executive Board Chair Signature	Date
	8/29/07
Secretary Signature	Date

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