



Sunshine Policy Policy 608

Category: **COMMUNICATIONS**

Approved

A handwritten signature in black ink, appearing to read "David M. Kelly", is written over the "Approved" text.

Replaces: April 12, 2019
Effective: July 9, 2019

608.0 SUNSHINE POLICY

The District acknowledges 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 that a public governmental body shall provide access to and, upon request, furnish copies of public records; and 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.

608.1 PROCESS

1. The Fire Chief for the District is appointed as the "Custodian of the Records" for the Battlefield Fire Protection District, and the Chief's office is located at 4117 W. Second St., Battlefield, Missouri 65619.
2. The Chief, or the staff member he designates to perform this function, shall respond to all requests for access to or copies of a public records within the time period provided by statute except in those circumstance authorized by statute.
3. The fees to be charged for access to or furnishing copies of records shall be as follows; 10 cents per page copies 9 by 14 or smaller, plus an hourly fee for duplication time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time will be billed at actual cost. The cost of copies of Fire and Incident Reports shall be \$10.00.
4. It is the public policy of the Battlefield Fire Protection District that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law. The Battlefield Fire Protection District shall comply with sections 610.010 to 610.030, RSMO, the Sunshine Law, as now existing or hereafter amended.