WEST PLAINS
PUBLIC LIBRARY

Custodian of Records Policy

This is a requirement of the revised Sunshine Law and may be adopted by public governmental bodies as required by Section 610.028, RSMo.

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 Library Manager be and hereby is appointed custodian of the records of the West Plains Public Library Board of Trustees and that such custodian is located at 750 W. Broadway St. West Plains, MO 65775

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: Copies will be charged at 10 cents per page. Staff responsible for copies will be paid at their hourly rate of pay.

4. That it is the public policy of West Plains Public Library Board of Trustees that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

5. That West Plains Public Library Board of Trustees shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.