

Don Boultinghouse
Northern Commissioner

Marlon Collins
Presiding Commissioner

Ted Anderson
Southern Commissioner

CEDAR COUNTY COMMISSION

Heather York, County Clerk

CEDAR COUNTY COURTHOUSE

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Sunshine Law Records Request Policy

Pursuant to 610.011 RSMo. It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. Sections 610.010 to 610.200 shall be liberally construed and their exceptions strictly construed to promote this public policy.

2. Except as otherwise provided by law, all public meetings of public governmental bodies shall be open to the public as set forth in section 610.020, all public records of public governmental bodies shall be open to the public for inspection and copying as set forth in sections 610.023 to 610.026, and all public votes of public governmental bodies shall be recorded as set forth in section 610.015.

Custodian of Records

All record requests should be directed to the Cedar County Clerk as the designated custodian of records. To expedite the process it is requested that person requesting records use the provided form. Record requests may be forwarded to the Office of the Prosecuting Attorney for legal review and to the appropriate county office.

Response to Record Request

That said custodian shall respond to all requests for access to or copies of a public record within the time provided by statute except in those circumstances authorized by statute. The custodian will inform the requestor of any reason for delay and the anticipated date and time the records will be made available.

Cost

The governmental body responding to the request may charge \$0.10 per page for standard paper copies. The hourly rate of pay for clerical staff to duplicate the documents and the actual cost of research time for fulfilling the request.

Closed Records

Pursuant to 610.021 RSMo. and applicable Missouri Statutes the following records are considered closed or not subject to disclosure absent a hearing and order of the Circuit Court.

Juvenile Records 211.321.3 RSMO

Legal actions, causes of action or litigation involving a public governmental body

Personnel information regarding, hiring, firing or promoting of employee

Records of state militia or national guard

Student records

Preparation or work product for employee negotiations

Software codes

Specification for public bidding

Sealed bids, until bids are open

Individual personnel records

Record which are protected from disclosure by law

Operational guidelines

Existing or proposed security systems

Confidential or privileged communication between a public body and its auditor

Credit card numbers, PIN, digital certificates, virtual keys, social security numbers

Other records designated as closed records under 610.021 RSMo.

Records involving ongoing criminal investigations 610.100 RSMo.

Criminal case that are dismissed, nolle prossed or defendant is acquitted, or imposition of sentence is suspended, following completion of probation.

Nothing in this policy is meant to exclude or over-ride any provision contained in Chapter 610 RSMo. At all times Chapter 610 RSMo shall take precedence over this policy.