



509 North Main
Maryville, MO
64468-1610

Phone: (660) 582.5281
Fax: (660) 582.2411

Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

Subject 600: Open Records Policy, Page 1 of 1

Last reviewed/revised: 2016

Open Record Policy

LIBRARY POLICY RELATED TO MISSOURI STATE SUNSHINE LAW

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 acting Maryville Public Library Director be and hereby is appointed custodian of the records of Maryville Public Library and that such custodian is located at 509 N. Main Street, 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: 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.
- 4.** That it is the public policy of the Maryville Public Library that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
- 5.** That Maryville Public Library shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.