

**RESOLUTION TO AUTHORIZE
MISSOURI SUNSHINE LAW POLICY**

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, RSMo, *et seq.*, 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 City Clerk shall be and hereby is appointed custodian of the records of the City of Marshfield, Missouri, and that such custodian is located at 798 South Marshall Street, Marshfield, Missouri 65706.
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. Copy fees may not exceed ten cents (\$0.10) per page for paper copies 8 1/2" x 14" or smaller; provided, however, there shall be no charge for the first ten (10) pages for such copies.
 - b. Duplicating time shall be charged at an hourly rate not to exceed the average hourly rate of pay (excluding the value of benefits) for clerical staff of the City of Marshfield; provided, however, there shall be no charge for the first hour of copying time.
 - c. Research time shall be billed at the actual cost of research time (excluding the value of benefits); provided, however, there shall be no charge for the first hour of research time.
 - d. Copying fees, if any, shall be requested prior to the making of copies.

- e. Based upon the scope of the request, the City of Marshfield shall produce the copies using employees that result in the lowest amount of charges for search, research and duplication time.
 - f. Documents may be furnished without charge or at a reduced charge when the Board of Aldermen determines that waiver or reduction of the fees is in the public interest because it is likely to contribute to public understanding of the operations or activities of the City and is not primarily in the commercial interest of the requester.
4. That it is the public policy of the City of Marshfield, Missouri, that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
 5. That the City of Marshfield, Missouri, shall comply with Sections 610.010, *et seq.*, RSMo, as now existing or hereafter amended.

IN WITNESS WHEREOF, I hereto have set my hand this 9th day of April, 2009.



C.R. "Bob" Clark, Mayor