

Administration - 212

Approved by the Board of Trustees December 22, 2015

St. Joseph Public Library Meetings and Records Policy

It is the policy of the St. Joseph Public Library to provide full and complete compliance with Missouri Revised Statutes (RSMo) Chapters 610.010 to 610.030, relating to meetings, records and votes of governmental bodies.

The Library Director is designated as the custodian of all Library records. Upon the receipt in writing of a request for a public record, the custodian shall make available for inspection and copying, all Library records which by law are required to be open (includes all records of the Library except those records which are closed records under RSMo Section 610.021.)

Each request for access to a public record that is required to be an open record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection.

If the request for access is denied the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which the access is denied and shall be furnished to the requester no later than the end of the third business day that the request for the statement is received.

Fees may include 10 cents per page for black and white paper copies, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff.