

AGENDA ITEM

July 19, 2022

Subject: Public Records Requests

Department: Administration

Ordinance establishing a policy related to Public Records Requests.

Manager Notes:

- The Ordinance will establish a policy on handling records request.
- **Our City Code: Sec. 2-5.1. Regarding rules and procedures under the state Sunshine Law—Policy.**
 - It is the policy of the city that information relating to any meeting, record or vote of the public governmental body and its subunits is to be managed in conformity with the requirements of RSMo ch. 610, as the same is applicable and as the same is interpreted by the legal staff employed by the community.

A SPECIAL ORDINANCE OF THE CITY OF NEVADA, MISSOURI APPOINTING A RECORDS CUSTODIAN AND APPROVING A POLICY FOR RECORDS REQUEST UNDER SECTION 610.0010 THRU 610.225.

BE IT ORDAINED BY THE CITY COUNCIL OF NEVADA, MISSOURI THAT:

Section 1. Stephanie M. Martin is appointed as the custodian of records of Nevada, Missouri and that such custodian is located at 110 S. Ash Street, Nevada, Missouri 64772.

Section 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.

Section 3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: -Insert Fee Schedule_ Note: Fees may not exceed 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 accrual cost.

Section 4. That it is the public policy of Nevada, Missouri that meetings, records, votes, actions, and deliberations of this body shall be open to the public except as provided by: (List provisions of Section 610.021, RSMo, and other applicable provisions the body wished to rely on to close records), which records shall be closed as allowed by law.

Section 5. That Nevada, Missouri, shall comply with Section 610.010 to 610.225, RSMo, the Sunshine Law, as now existing or hereafter amended.

PASSED, APPROVED AND ADOPTED, BY THE CITY COUNCIL OF NEVADA, MISSOURI, THIS 2nd DAY OF August, 2022.

George Knox, Mayor

SEAL

Attest:

Certification

I, the undersigned City Clerk of Nevada Missouri, hereby certify that the above and foregoing Ordinance is true and correct copy of the Ordinance adopted by the City Council of Nevada, Missouri, on the 2nd day of August, 2022 and that the same has not been amended or repealed as of this date.

SEAL

Stephanie M. Martin – City Clerk