

## **Freedom of Information Request**

St. Charles City-County Library District is a public institution subject to the state of Missouri's Sunshine Law (<https://ago.mo.gov/missouri-law/sunshine-law>). This document explains the Sunshine Law and outlines the procedures for making an open records request.

## **Public Records**

Unless otherwise provided by law, public records of the St. Charles City-County Library District are to be open and available to the public for inspection and copying. The term "public record" includes records created or maintained by private contractors under an agreement with the St. Charles City-County Library District or on behalf of the St. Charles City-County Library District. § 610.010, RSMo.

The St. Charles City-County Library District may charge up to 10 cents per page for standard copies and the actual cost of the copy for larger or specialized documents (such as maps, photos, and graphics). The St. Charles City-County Library District may also charge a reasonable fee for the time necessary to search for and copy public records. Research time may be charged at the actual cost incurred to locate the requested records. Copying time shall not exceed the average hourly rate of pay for clerical staff of the library. The St. Charles City-County Library District may reduce or waive costs when it determines the request is made in the public interest and is not made for commercial purposes. § 610.026, RSMo.

All requests for information under the Sunshine Law should be directed to the custodian of records. The St. Charles City-County Library District's designated custodian of records can be contacted at [custodian@stchlibrary.org](mailto:custodian@stchlibrary.org).

The Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the custodian. If access is denied, the custodian must explain in writing and must include why access is denied, including the statute that authorizes the denial. If access is not granted immediately, the custodian of records is required to explain the reason for the delay and the earliest date and time that the records will be available. § 610.023, RSMo.

If only part of a record may be closed to review, the rest of the record must be made available. The law also requires that if a request is made in a particular format, the custodian shall provide the records in that format if they are available. § 610.024, RSMo.