

The Sunshine Act - Policy

The St. Louis Office for Mental Retardation and/or Developmental Disability Resources (MR&/DD Resources), being a public governmental body, is subject to the requirements of Sections 610.010 to 610.030 R.S.Mo. 1986, as amended (the "Act"), with regard to certain of its meetings and records. Pursuant to the Act, notice of its meetings shall be provided at least twenty-four hours in advance of any such meeting unless for good cause such notice is impossible or impractical, in which case, as much notice as is reasonably possible shall be given. Notice shall be made available to those news media requesting such notice and be posted in a prominent public place at MR&/DD Resources. A tentative agenda shall also be made available.

The public records of MR&/DD Resources shall be open for inspection at MR&/DD Resources, Monday through Friday (except holidays) from 8:00 A.M. to 4:30 P.M. Photocopies of said records may be obtained upon request in writing and payment of \$.25 per page for each page beyond ten (10). A designated staff person shall keep a record of all copies made showing the names and addresses of the persons requesting the copies and the number of photocopies made. An accounting of funds collected shall be made to the Executive Director of MR&/DD Resources for deposit into the general fund.

Requests for access to a public record shall be acted upon by the third business day following receipt of the request. If access to a public record is not granted immediately, the designated staff person shall provide the requester an explanation of the cause for delay and the place and earliest time and date the public record will be available for inspection. This period for document production may exceed three days for cause.

If access to the public records is denied, the designated staff person shall provide, upon request, a written statement to the requester why the request cannot be granted. This

statement shall be delivered no later than the end of the third (3rd) business day following the date of the request.

Amended and Approved: May 5, 1994

Approved: March 5, 1998

Approved: May 2, 2002

Sunshine Act Policy Amendment

As a quasi-public entity organized pursuant to §205.968, et. seq., Mo.Rev.Stat.(the “Statute”), St. Louis MR&/DD will endeavor to provide prompt responses to all requests for writing information submitted in accordance with the Missouri Sunshine Act, §610.026, et. seq., Mo.Rev.Stat. Depending on the nature of the request, an MR&/DD employee will (i) assemble the documents for inspection or (ii) make photocopies of the requested documents that are in MR&/DD’s possession and that are responsive to the request and not protected by the attorney-client privilege or other prohibitions from disclosures. Large copy orders may be delegated to a professional service for copying. In order to conserve resources so that they may be devoted most efficiently toward achieving St. Louis MR&/DD’s mission to fund providers of services that assist person with developmental disabilities and their families who qualify for assistance under the Statue, the following charges will apply:

1. The first 10 pages of photocopies supplied within any single calendar year to any household requesting information will be provided free of charge.
2. The recipient household will be charged at the rate of \$.25 per page for additional copies (in excess of 10 pages) made on MR&/DD’s premises, plus a fee based on the hourly wage, including benefits, of the MR&/DD staff member who responds to the request. Staff time will be accounted for in quarter hour increments. In the case of large orders that are delegated to a professional copy service, MR&/DD will pass on to the requestor all of its actual charges, plus a charge for staff time related to the response.
3. If the requesting party states a desire to review the documents before copies are made, MR&/DD will assemble the responsive documents and promptly notify the requestor of the time and place that they will be available for inspection. The foregoing charges shall apply with respect to the time spent responding to the request.

All requests should be made in writing, directed to the “custodian of records”, provide a description of the documentary information sought, be

accompanied by a check for at least \$25.00, and the requestor's written commitment to pay any additional amounts charged in accordance with the foregoing fee schedule. Checks shall be applied to cover the charges described above. Surpluses (if any) will be refunded upon after the inspection is complete and any copies have been delivered. If the charges exceed the initially enclosed amount, the party requesting the information will be billed for the difference. St. Louis MR&/DD reserves the right to require payment in full prior to releasing copies or permitting inspection of documents.

MR&/DD Resource's custodian of records is Executive Director or Designee.