

Western Cass Fire Protection District
Records Request Policy
(revised May 15, 2024)

It is the policy of Western Cass Fire Protection District (the “District”) to operate with full public transparency and in compliance with the provisions of Missouri’s “Sunshine Law” (R.S.Mo. §610.010 *et seq.*). In furtherance of this policy, and to fully inform the public of the process to follow when making Sunshine Law requests and the terms governing the District’s response to requests for information and records that are subject to public disclosure, the following policy is hereby adopted and published by the District:

Due to the District’s budgetary constraints, the District has no employees assigned to record-keeping or administrative duties. Instead, the District contracts with an independent contractor for these services at the rate of \$25.00/hour. Each request for the researching, gathering, reproduction and communication of publicly disclosable information, and for responses to requests for information that is not subject to disclosure, costs the District money that it otherwise could devote to fire protection and first responder services to its citizens. It is therefore the policy of the District to charge requestors the statutorily authorized costs and fees incurred by the District in responding to Sunshine Law requests in order to recoup these extraordinary administrative expenses. These costs and fees include the costs of responding to and researching requests, as well as duplicating any items subject to disclosure that are responsive to each Sunshine Law request as set forth in R.S.Mo. §610.026.

Sunshine Law requests directed to the District **MUST** be in writing and sent via U.S. Mail addressed as follows:

Records Custodian
WCFPD
ATTN: SUNSHINE REQUEST
P.O. Box 67
Cleveland, MO 64734

Any communication not sent in accordance with the above shall not be a valid Sunshine Law request and will be responded to with a copy of this policy only.

Within three (3) business days of the actual receipt of a Sunshine Law request made pursuant to this policy the District’s Records Custodian shall reply. The District’s Records Custodian shall notify the requestor of an estimated time to respond to the request together with the estimated cost of fulfilling the request within 45 days. If the request cannot be fulfilled within the estimated time, additional notice shall be provided to the requestor of the reason for the delay and the estimated response date.

Upon completion of a response to a Sunshine Law request, the District’s Record’s Custodian shall notify the requestor that the response is complete and provide an accounting of the actual costs and fees of compliance incurred by the District. Upon receipt of payment of the amount billed, the responsive information shall be released to the requestor. **SUNSHINE LAW REQUEST RESPONSES SHALL NOT BE RELEASED TO A REQUESTOR UNLESS AND UNTIL THE FEES AND COSTS INCURRED BY THE DISTRICT PURSUANT TO R.S.MO. §610.026 ARE PAID IN FULL.**

With a quorum present on May 15, 2024 and by an affirmative majority roll call vote the above Resolution was duly adopted duly.

Board Chair Signature and Date

Witness Board Secretary and Date