

Western Cass Fire Protection District
Records Request Policy

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

The District currently has no employees assigned to record-keeping or administrative duties. Instead, the District contracts out for those services at the current rate of \$25.00/hour. Each request for the researching, gathering, reproduction and communication of publicly disclosable information and records therefore costs the District money. Each dollar spent on responding to such requests necessarily is not available for the provision of emergency fire and medical services. It is therefore the policy of the District that requestors of publicly disclosable information and records will be charged the actual costs of responding to such requests as provided in R.S.Mo. §610.026.

Mail is held at the Cleveland US Post Office for pickup and generally retrieved by district personnel every two days. Those persons requesting the District to provide information or records pursuant to the Missouri Sunshine Law must submit by U.S. Mail a written request addressed as follows:

Records Custodian
ATTN: SUNSHINE REQUEST
Western Cass Fire Protection District
PO Box 67
Cleveland MO 64734

Each request must be funded by including the payment of a \$50 deposit, made payable to the District, to cover the estimated minimum cost of researching and responding to the request. Once the request and payment are received by the District Custodian of Records, the District will engage the services of the appropriate contractor and will respond to the requestor within three (3) business days. The response will be as follows:

1. A response that is responsive to the request if such may be researched, compiled and reproduced for an amount less than or equal to the \$50.00 deposit the response will be sent. In the event such a response may be completed for less than the \$50.00 deposit, an accounting of all contractors invoiced costs and a refund request of the unused portion of the deposit will be submitted to the next regularly scheduled monthly Board meeting. Contractors shall be required to keep records of billing and costs incurred in fulfilling requests.
2. A notice to the requestor that the request cannot be fulfilled for an amount less than or equal to the \$50.00 deposit. In such an event, the response will include the estimated cost to the District in fulfilling the request. Work will stop on processing the request until the additional funds have been received by the District. The requestor will be provided 10 days to forward the additional requested funding.

The District shall endeavor to complete responses to requests within 30 days of District Custodian of Record’s receipt of the initial deposit or additional estimated amount. If it appears a response may not be completed within such thirty (30) day period, an explanation for the delay and an estimate of an alternate time frame shall be provided to the requestor.

Abandoned requests: 30 days after last communication of any communicated request without adequate funding or further communication shall be considered an “abandoned request” and a request closed letter will sent to requestor.