

# **Open Records Policy**

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As a public governmental body, Missouri River Regional Library is subject to the laws governing public meetings and records in the state of Missouri as set forth in RSMo Chapter 610, "The Missouri Sunshine Law." All meetings, records, votes, actions of the regional Board and the two local Boards are open to the public unless otherwise closed as provided by law.

Approved October 15, 2002

## **Procedures:**

The Library Director is the custodian of records for Missouri River Regional Library, the City of Jefferson/Cole County Library District and the Osage County Library District. Records are available for viewing in the custodian's office during business hours, Monday through Friday, 9:00 a.m.-5:00 p.m. or by appointment.

All requests for copying should be submitted in writing, and a form is provided for this purpose.

All business records are available for inspection and copying unless closed as provided by law.

There are no fees to view records. Reasonable cost-recovery fees may be charged when library staff is requested to provide photocopying services.