

#240320

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

Or sent to: sunshinerequest@westerncassfire.org

The District Custodian of Record's shall notify the requestor of an estimate of the actual costs to comply to the request. The requestor shall be given 10 days to send the District the needed funds for the cost of compliance. If the requestor fails to pay for the estimated cost of compliance, it will be assumed that the requestor is not interested in paying for the cost of compliance and the sunshine request for lack of payment of costs will be considered an abandoned request.

The District shall endeavor to complete responses to requests within 30 days of District Custodian of Record's receipt. 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 communicated responses shall be considered an "abandoned request" and a request closed letter will be sent to Requestor.