

## Sunshine Request Procedure:

Section 610.028, RSMo, requires a public governmental body to provide a reasonable written policy.

### RESOLUTION

Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request.

Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records.

Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with §§ 610.010 to 610.030, RSMo, regarding the release of information on any meeting, record, or vote.

### IT IS RESOLVED:

1. That **the HHSBD Board Secretary** is appointed custodian of the records of **The Holly Hills Special Business District** and that such custodian is located at **PO Box 22166, St. Louis, MO 63116**).
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: **10 cents (\$.10) per page with a flat fee of five dollars (\$5)**.
4. That it is the public policy of **the Holly Hills Special Business District** that meetings, records, votes, actions, and deliberations of this body shall be open to the public except as allowed by the **list of provisions of §610.021, RSMo, and other applicable provisions the body wishes to rely on to close records**, which records shall be closed as allowed by law.
5. That **the Holly Hills Special Business District** shall comply with §§ 610.010 to 610.225, RSMo, the Sunshine Law, as now existing or hereafter amended.