

Resolution for Appointment of Custodian of Records

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

Whereas, Section 610.026.2 RSMo. provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.035 RSMo., commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote,

NOW THEREFORE BE IT RESOLVED:

1. That _____ be and hereby is appointed custodian of records of _____, and that such custodian may be contacted at _____.
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, which fees do not exceed the actual cost. See attached list for itemized charges.
4. That it is the public policy of _____ that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That _____ shall comply with sections 610.010 to 610.035 RSMo., the Sunshine Law, as now existing or hereafter amended.

Adopted: by the _____ Township Board of
_____ County in regular session this
Day of _____, _____.

Attest: _____, Clerk of _____ Township