

PUBLIC RECORDS POLICY OF THE OZARK SPECIAL ROAD DISTRICT

INTRODUCTION

The Ozark Special Road District is a special road district organized and operated in general under the provisions of Chapter 233.010 et. seq. of the Revised Statutes of Missouri. It is therefore a “public governmental body” as defined in Section 610.010 (4)(c). The Ozark Special Road District recognizes the importance of preparing, maintaining, and providing public records which concern the conduct of its business within its statutory authorization. This policy is intended to inform the public with some basic information about the information that is maintained and how it is to be provided.

WHAT ARE PUBLIC RECORDS

A public record is any record, whether written or electronically stored, and retained by the District. It shall include any report, survey, memorandum, other document, or study prepared for the public governmental body by a consultant or professional service paid by that body either in whole or in part with public funds, including those provided by private contractors under an agreement with the District.

Public records do not include the following:

- a) Internal memorandum or correspondence received or prepared by or on behalf of any member of a public governmental body which includes advice, opinions and recommendations in connection with deliberative decision-making process, **unless** such records are retained by the District **or** presented at a public meeting.
- b) Records otherwise considered exempt from production under Section 610.010 (6).
- c) Records otherwise considered exempt from production under Section 610.021. This statute addresses twenty-two (22) categories of records considered exempt from production, some of which

would likely apply to District business, but some of which would likely not.

Public records shall be presumed to be open and subject to inspection or production unless they fall within a recognized exemption under law.

The records of the District, like those of many other public governmental bodies, can be divided into the following categories of information:

- Administrative Operations
- Fiscal
- Human Resources
- Information Technology
- Legal
- Property and Facilities

The District is committed to the accurate and proper production of public records under the Missouri Sunshine Law. However, those requesting records should know that many records, particularly those concerning individual employees under Human Resources, or those prepared for legal advice and communication under Legal, may likely be exempt from production.

CUSTODIAN AND LOCATION OF PUBLIC RECORDS

The custodian of the public records of the District is the Secretary and Treasurer of the District. The records of District, as a general matter, shall be located either at the offices of Compere Robinette CPAs or at the road barn operated by the District in Ozark, Missouri. Compere Robinette CPAs may, in the course of its responsibilities, request and direct employees, agents, and contractors of the District to assist it in the discharge these duties concerning these records. The District also reserves its proper authority to modify its operations concerning how it preserves public records, the method in which those records are stored, and the physical location of storage.

It is impermissible to remove District records from their location, or to appropriate records from District care and possession, unless approved by Compere Robinette CPAs. The District retains all rights concerning the ownership and use of all records, whether considered open or exempt under the Missouri Sunshine Law, or any other state or federal law.

ELECTRONIC RECORDS

The District, just as other public governmental bodies and private businesses have done, has gradually increased the number of records it has created or maintained in an electronic format over the years. The District, to the extent it can, produce records in a usable electronic format. This shall typically mean that emails and documents preserved in a permanent, non-alterable format such as pdf, Adobe, and others can be transferred either to an email address or on a CD, zip drive, or other device. Those requesting records in electronic format should remember however that production in electronic format are nonetheless subject to fees and they should refer to the section entitled “Requests for Public Records and Fees for Production”

SOCIAL MEDIA

The District has recently started and maintains a website in which it can receive communications from the public. The public should appreciate that, due to the nature of the platforms, the District reserves the option to change its postings at any time and it will not preserve those postings. Likewise, the District will not preserve communications and inquiries from the public sent through these platforms. The District in the more recent past commenced a Facebook page to receive communications from the public. The District is not actively maintaining this page.

REQUESTS FOR PUBLIC RECORDS AND FEES FOR PRODUCTION

Persons may request records either by traditional writing or by electronic means. The District shall not inquire as to the reason for the request or require that a specific form be completed for the request. The District may however request that persons complete a suggested form. Those persons who request records are strongly encouraged to be as specific as possible in order to avoid misunderstandings.

Records shall be produced as soon as possible but no later than the end of the third business day request. If the production cannot be completed by this time, then the District shall provide the date and time when the production can be made with an explanation.

The District reserves the right to assess charges for the production of records. Charges may include 25 cents per page for standard paper copies, the average hourly rate of pay for the lowest level staff person or professional to copy the documents, and the actual time to research the request. Fees to provide records by electronic format shall be based upon the actual cost incurred. The hourly rate of pay for staff shall be for that of administrative assistants or professionals employed by the District's accounting or engineering firm(s) retained by the District. The District shall provide an itemized list of costs before preparing a response to the person requesting the documents.

RETENTION OF RECORDS

The District reserves the authority to dispose of records that fall within these categories of information according to the following schedule.

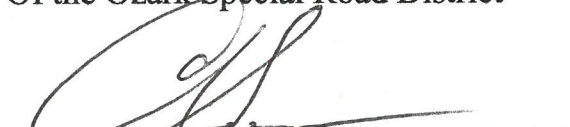
Administrative Operations	10 years
Fiscal	20 years
Human Resources	5 years
Information Technology	5 years
Legal	10 years
Property and Facilities	20 years



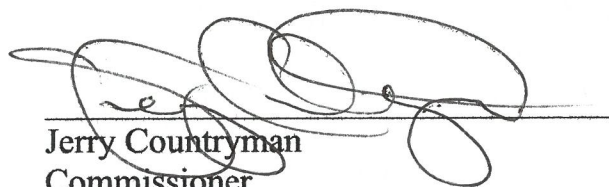
Barbara Hover
President of Board of Commissioners
Of the Ozark Special Road District



Date of Enactment



Chris Somers
Commissioner



Jerry Countryman
Commissioner