



How to Respond to a Sunshine Law Records Request

1. Ask the requester to put the request in writing
2. If the requester refuses, have the requester explain the request verbally and write it down. Share what you have written and ask the requester to initial that you have accurately transcribed the request. If the requester refuses, go to the next step.
3. Make sure the request has the date on it
4. Ask the requester to provide his or her name and contact information and write it on the request. If the requester refuses, go to the next step.
5. Determine whether the requested information is a record maintained by or on behalf of the district. If not, notify the requester that no such document exists. If so, go on to the next step.
6. Examine the written request and determine if any of the requested records are closed pursuant to section 610.021, RSMo (MSBA Policy BDC).
7. If the records are open, provide them to the requester in the format requested if that format is available.
 - a. Respond to requests as soon as possible but no later than the end of the third business day following the request.
 - b. If the request cannot be filled by the end of the third business day, provide the requester a detailed explanation of why the records were not provided and give the requester a date and time when the records will be available.
8. If the requested records are closed pursuant to 610.021, RSMo., inform the requester that you will not provide the records because they are closed under the Sunshine Law.
 - a. If the requester asks, provide the requester a written explanation of why the records are closed by the end of the third business day.
 - b. Use the specific provision in the law to explain why the request is being denied.
9. If the requested records contain both open and closed information, omit any information closed pursuant to 610.021, RSMo., inform the requester that the omitted information is closed under the Sunshine Law.
 - a. If the requester asks, provide the requester a written explanation of why the records are closed by the end of the third business day.
 - b. Use the specific provision in the law to explain why the request is being denied.
10. If you charge for records, determine the estimated cost to produce the record pursuant to 610.026, RSMo (MSBA Policy BDDL). If you cannot immediately determine the cost tell the requester when such an estimate will be available.
11. Collect fees prior to filling the request (OPTIONAL).
12. When the request is filled note the date it was filled on the original request form.
13. Save a copy of all requests and indicate in the file what was produced to the requester either by a copy or by detailed notation in the file.