

<b>MISSOURI STATE BOARD OF EDUCATION AGENDA ITEM:</b>	<b>June 2019</b>
<p>CONSIDERATION TO ADOPT A RESOLUTION TO APPOINT THE EXECUTIVE ASSISTANT TO THE STATE BOARD OF EDUCATION AS ITS CUSTODIAN OF RECORDS</p>	

<p><b>STATUTORY AUTHORITY:</b></p> <p style="text-align: center;">Section 161.092, RSMo</p>	<p style="text-align: center;"> <input checked="" type="checkbox"/> Consent Item             <input type="checkbox"/> Action Item             <input type="checkbox"/> Report Item       </p>
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**STRATEGIC PRIORITY**

Efficiency and Effectiveness – Create an internal environment of continuous improvement, effective programming and efficient business operations.

**SUMMARY**

The attached resolution is to appoint the Executive Assistant to the State Board of Education as its Custodian of Records, pursuant to Section 610.023.1, RSMo.

By designating the Executive Assistant of the State Board as its Custodian of Records, rather than a named individual, it will establish continuity and avoid the necessity of passing a resolution each time a different individual holds the position.

**RECOMMENDATION**

The Department recommends that the State Board of Education adopt the resolution appointing the Executive Assistant to the State Board of Education as its Custodian of Records.

Resolution of the State Board of Education  
to Appoint the Executive Assistant to the State Board of Education  
as its Custodian of Records

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

NOW, THEREFORE, BE IT RESOLVED:

- 1) That the Missouri State Board of Education shall comply with Sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended; and
- 2) That the Executive Assistant to the State Board of Education be and hereby is appointed Custodian of Records of the Missouri State Board of Education and that such Custodian of Records is located at the Jefferson State Office Building, 6th Floor, 205 Jefferson Street, Jefferson City, Missouri 65101.

IN WITNESS HEREOF, I have set my hand and caused to be affixed the Seal of the State Board of Education, in the City of Jefferson, on this 11<sup>th</sup> day of June 2019.

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Charles W. Shields, President  
State Board of Education

ATTEST:

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Robin Barbour, Executive Assistant  
State Board of Education