

Advisory Council on the Education of Gifted and Talented Children

SUNSHINE LAW

Approved: March 31, 2014

WHEREAS, [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; and

WHEREAS, [Section 610.026](#), RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, [Section 610.028.2](#), RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections [610.010](#) to [610.030](#), 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 the Department of Elementary and Secondary Education General Counsel be and hereby is appointed custodian of the records of the Advisory Council on the Education of Gifted and Talented Children and that such custodian is located at the offices on the 6th floor of the Jefferson State Office Building, 205 Jefferson Street, Jefferson City MO 65101.
- 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 (See attachment A) unless fees are waived. In no event shall the schedule of fees result in a charge for copies that exceed 10 cents per page for paper no larger than 9 by 14 inches. Research time for record requests may be charged at the actual cost of research time using those staff members that result in the least amount of charges for search and duplication. Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or film or other non-paper mediums shall include only the cost of copies and programming and the tape, disk or drive used for duplication.
- 4.** That it is the public policy of the Advisory Council on the Education of Gifted and Talented Children that meeting, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
- 5.** That the Advisory Council on the Education of Gifted and Talented Children shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.



Clear All Fields

DATE

NOTICE When information is requested from the Department of Elementary and Secondary Education, a cost is to be charged to the requestor. A document billing sheet should be prepared for each request and will serve as the invoice and receipt for the requestor. The billing sheet should follow the information as it is being processed and the following costs will constitute the final charge.

REQUEST <input type="checkbox"/> DENIED <input type="checkbox"/> PROCESSED	REQUESTOR NAME, TITLE, AND ADDRESS	TELEPHONE NUMBER
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PART I

INFORMATION REQUESTED

NAME OF ORGANIZATION PROVIDING/NOT PROVIDING INFORMATION	ORGANIZATION
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NAME OF PERSON PROVIDING/NOT PROVIDING INFORMATION

PART II

	EMPLOYEE NAME	TIME			RATE	CHARGE
		BEGINNING	END	TOTAL		
RESEARCH TIME						
PROFESSIONAL					\$22.00/hr	
SUPPORT					\$12.00/hr	
COPY TIME						
SUPPORT					\$12.00/hr	
INFORMATION TECHNOLOGY						
PROFESSIONAL					\$22.00/hr	
MACHINE TIME					\$150.00/hr	
COPY CHARGE						
COPY MACHINE				Pgs	\$0.05 /pg	\$0.00
POSTAGE						
TOTAL CHARGE						\$0.00

PAID	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	_____ INITIALS
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**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
PROCEDURES - CHARGING FOR DOCUMENT SEARCH AND COPIES**

IMPORTANT NOTE

IF YOUR REQUEST IS **DENIED** FILL OUT **PART I ONLY**.

IF IT IS **PROCESSED** COMPLETE PARTS I AND II.

CHECKS TO BE MADE PAYABLE TO TREASURER, STATE OF MISSOURI

RESEARCH TIME - time spent searching for information requested.

PROFESSIONAL: When a professional employee researches information to be provided, the cost charged to the requestor is \$22 per hour. The time to be billed should be increments of ten minutes. Example: the employee spends 26 minutes researching information, the cost is for 30 minutes times \$22.00 equals \$11.00. Any time under five (5) minutes would be rounded down and any time equal to or over five (5) minutes would be rounded up.

SUPPORT: When a support employee researches information to be provided, the cost charged to the requestor is \$12.00 per hour. Cost should be calculated in the same manner as professional employees.

COPY TIME - time spent by an employee making copies of information requested.

SUPPORT: - When a support employee makes copies of information, the cost charged to the requestor is \$12.00 per hour. Cost should be calculated in the same manner as research time.

COPY CHARGE - charge for copies made of information requested.

COPY MACHINE: When a copy is made using the copy machine, the cost charged to the requestor is \$.05 per copy. Example: there are 25 copies made times \$.05 equals \$1.25.

INFORMATION TECHNOLOGY CHARGE - charge for employee time spent for information technology services provided for information requested and machine time used for processing information.

PROFESSIONAL: When a professional employee provides services for information requested, the cost charged to the requestor is \$22.00 per hour. Cost should be calculated in the same manner as research time.

MACHINE TIME: When machine time is used for processing information, the cost charged to the requestor is \$150.00 per hour. Example: computer processing time is 15 minutes, the cost is 20 minutes times \$150.00 equals \$50.00.

POSTAGE - charge for mailing information requested. Information is mailed by requestor's choice and the actual cost is charged.

FAX CHARGES - charge for research time involved. Refer to costs outlined above.