

RESOLUTION NO. 17-003

A RESOLUTION OF THE ARBORS OF ROCKWOOD COMMUNITY IMPROVEMENT DISTRICT APPOINTING A CUSTODIAN OF RECORDS AND STATING INTENT OF COMPLIANCE WITH CHAPTER 610 OF THE REVISED STATUTES OF MISSOURI, AS AMENDED; AND AUTHORIZING CERTAIN ACTIONS IN CONNECTION THEREWITH

WHEREAS, Section 610.023.1 of Chapter 610 of the Revised Statutes of Missouri, as amended (the "*Sunshine Law*"), provides that a public governmental body is to appoint a custodian to be responsible for 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 of the Sunshine Law 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 of the Sunshine Law provides that a public governmental body shall provide a reasonable written policy in compliance with the Sunshine Law regarding the release of information on any meeting, record or vote; and

WHEREAS, Section 610.026.1 of the Sunshine Law provides that fees for copying public records, except those records restricted under Section 32.091 of the Revised Statutes of Missouri, as amended, shall not exceed ten cents per page for a paper copy not larger than nine by fourteen inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time required for fulfilling records requests may be charged at the actual cost of research time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ARBORS OF ROCKWOOD COMMUNITY IMPROVEMENT DISTRICT, AS FOLLOWS:

Section 1. Appointment of Custodian of Records. The Assistant Secretary of The Arbors of Rockwood Community Improvement District (the "*District*"), currently Laura Lashley, be and hereby is appointed the custodian of records (the "*Custodian*") of the District and that the Custodian is located at 1001 Boardwalk Springs Place, Suite 50, O'Fallon, Missouri 63368.

Section 2. Response to Requests. The 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.

Section 3. Approval of Fees to be Charged. The fees to be charged for access to or furnishing copies of records shall be as hereinafter provided:

- a. Copy fee - \$0.10 per page for a paper copy not larger than nine by fourteen inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff;
- b. Average hourly rate of clerical staff - \$100.00 per hour; and
- c. Certification of document - \$10.00, plus applicable copy/research rates.

Section 4. Approval of Policy Regarding Public Access. It is the public policy of the District that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

Section 5. Compliance with Sunshine Law. The District shall comply with the Sunshine Law, as now existing or hereafter amended.

Section 6. Approval of Form of Request for Records. The "Request for Records" set forth as **Exhibit A**, attached hereto and incorporated herein by reference, shall be provided by the Custodian to any person or entity requesting records of the District and that such request, upon the form being completed and returned to said Custodian, shall be fulfilled in compliance with the Sunshine Law, as now existing or hereafter amended.

Passed this 22nd day of February, 2017.

I, the undersigned, Chair of The Arbors of Rockwood Community Improvement District, hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the District at a meeting held, after proper notice, on February 22, 2017.




**THE ARBORS OF ROCKWOOD
COMMUNITY IMPROVEMENT DISTRICT**



Chair, Board of Directors

WITNESS my hand and official seal this 22nd day of February, 2017.

ATTEST:



Secretary, Board of Directors

EXHIBIT A

THE ARBORS OF ROCKWOOD COMMUNITY IMPROVEMENT DISTRICT

Request for Records

This is a request for records under Chapter 610 of the Revised Statutes of Missouri, as amended (the "Sunshine Law").

Date: _____
Name: _____
Phone No. _____ Fax No. _____
Mailing Address: _____

- I want to know in advance of any search or copying if the fees will exceed \$_____.
If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

1. Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.

I request that you made available to me the following records:

2. If you know the subject mater of the records, but do not have additional information, use this alternative:

I request that you made available to me all the records that relate to:

3. If you want and are willing to pay for copies of the records, rather than just being able to see them:

I request that the following records be copied and sent to me at the address given above:

4. If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to _____ and for this reason I am requesting the following records:

Table with 2 columns and 4 rows: OFFICE USE ONLY, Request received, Fees, Contacted re: delay, Contacted re: fees, Request filled.