

Resolution 2026-01

This is a requirement of the revised Sunshine Law and may be adopted by public governmental bodies as required by Section 610.028, RSMo.

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

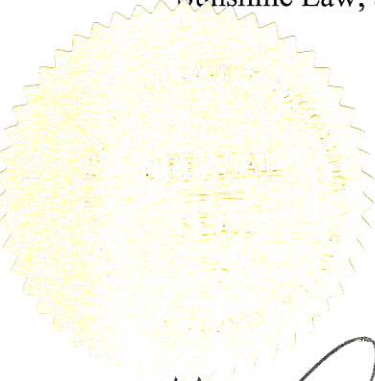
WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

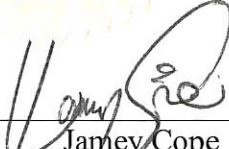
WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030; RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record, or vote.

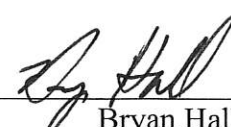
NOW, THEREFORE, BE IT RESOLVED:

1. That **Jessica Cole** be and hereby is appointed custodian of the records of the **McDonald County Commission** and that such custodian is located at the **McDonald County Courthouse Annex, 502 Main St., Pineville, MO.**
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 charged for access to or furnishing copies of records shall be as hereinafter provided:
Note: Fees may not exceed 30 cents per page for paper copies 9" x 14" or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.
4. That it is the public policy of the **McDonald County Commission** that meetings, records, votes, actions, and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That the **McDonald County Commission** shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

McDonald County Commission




Jamey Cope
Eastern Commissioner


Bryan Hall
Presiding Commissioner


Rick Lett
Western Commissioner



PUBLIC RECORDS REQUEST FORM

REQUEST FOR RESEARCH & COPIES

502 Main Street

| Post Office Box 665 Pineville, Missouri 64856

Email: mcdonald.county@sos.mo.gov

Phone: (417) 223-7530

Admin Rcvd _____

Date _____

Time _____

This is a request for records under the Missouri Sunshine Law Chapter 610, Revised Statutes of Missouri

(Please **clearly** complete this form in its entirety where applicable in order to assist in processing your request in a timely manner.)

This request is per RSMo 610, the Missouri Sunshine Law. The request is to be responded to by the end of the third business day (excluding legal holidays and weekends) following the date the request is received by the Jackson County Election Board. A response constitutes either compliance of the records requested, a reason for delay or legal explanation as to why the records may not be available as requested. The response may require additional time or charges depending upon information sought within the request.

Pursuant to 115.158 RSMo; lists subject to Chapter 610, shall not be used for commercial purposes. Violation of this section shall be a class B misdemeanor carrying a penalty up to six months in jail and/or a fine not to exceed \$1,000.00

Record(s) Requested By: _____
First Name Last Name

Address: _____
Street City State Zip

Email: _____ **Phone :** (____) _____ **Fax :** (____) _____

Description of Record(s) (if available): ☐ Documents ☐ Maps ☐ Voter Lists ☐ Other _____

Preferred Distribution: ☐ Email ☐ Flash Drive ☐ CD ☐ Paper

Describe the records as specifically as possible. Please identify specific time periods if necessary. Attach additional sheets as needed.

- ☐ I understand fees may be required for additional research cost, copies, media, or other as needed (to be disclosed).
You have authorization to proceed unless fees exceed the amount to follow, and I therefore request you to contact me. \$ _____
- ☐ I request the fees be waived to serve the public's interest. Please state how and why the info will be used in the public interest: _____

BILLING INFORMATION

	ITEM	DISTRICT/ELECTION	NO STREETS	UNIT PRICE/QTY		COST
MAPS & COPIES	McDonald County Map		☐	\$20.00 X		\$ 0.00
	US Congressional District Map		☐	\$20.00 X		\$ 0.00
	County Legislative District Map		☐	\$20.00 X		\$ 0.00
	State Senate District Map		☐	\$20.00 X		\$ 0.00
	State Legislative District Map		☐	\$20.00 X		\$ 0.00
	Precinct District Info records		☐	\$1.00 X		\$ 0.00
	Copies - per page		☐	\$0.30 X		\$ 0.00
	Other - Specify		☐	\$ X		\$ 0.00
MCVR VOTER LISTS				Admin Fee:	\$15.00	\$ 0.00
				M & L ACCOUNT TOTAL		\$ 0.00
	Registered Voters	☐ * PSR		0.0001 X		\$ 0.00
				Admin Fee:	\$10.00	\$
	New Registered Voters	☐ * PSR		0.0001 X		\$ 0.00
				Admin Fee:	\$10.00	\$
	Voter History	☐ * PSR		0.0001 X		\$ 0.00
				Admin Fee:	\$10.00	\$
	Voter List (hard copy)	☐ * PSR		0.20 X per page		\$ 0.00
				Admin Fee:	\$10.00	\$
				PROGRAM INCOME (GRANT ACCT) TOTAL		\$ 0.00
				SUBTOTAL		\$ 0.00

\$ COMBINED TOTAL \$ _____

CREDIT/CASH/CHECK # _____

RECEIPT BOOK # _____

GIVEN TO REQUESTOR BY

Signature: _____ Date: ____/____/____ Time: _____

Requestor's Signature: _____ **Date:** _____ **Time:** _____

Request for Missouri Centralized Voter Registration (MCVR)

Data from the MCVR is an open record pursuant to Section 115.157, RSMo and is available in the following format:

Format: USB Flash Drive
Cost: \$15.00

Printing Cost: 30 cents per page after the first 10 pages free --- **Color:** is 50 cents per page

NOTICE OF APPROPRIATE USE

Section 115.158 RSMo prohibits commercial use of Centralized Voter Registration System information. The statute states:

"...Any information contained in any state or local voter registration system, limited to the master voter registration list or any other list generated from the information, subject to chapter 610, RSMo, shall not be used for commercial purposes; provided, however that the information can be used for elections, for candidates, or for ballot measures, furnished at a reasonable fee. **Violation of this section shall be a class B misdemeanor.** For purposes of this section, "commercial purposes" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record."

By your signature below, you represent that you will not use, nor will you knowingly or negligently permit others to use, this information for commercial purposes.

PLEASE PRINT CLEARLY

Date: _____

Requester Name: _____

Requester Signature: _____

Title: _____

Agency or Organization: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

The McDonald County Clerk will accept cash or checks made payable to County of McDonald.

McDONALD COUNTY CLERK
502 Main St | PO Box 665
Pineville, MO 64856
417-223-7530 (phone)
mcdonald.county@sos.mo.gov