



Subject: Sunshine Law Policy	Issued: 12-10-08	Policy Section: Legal
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The Department desires to conduct its business in a public fashion. We recognize that records of the Department are records that belong to the citizens, and as a general matter should be available as a matter of course. However, there are occasionally reasons that some meetings and some records need to be closed to the public.

Accordingly, the Department adopts the following policy in accordance with Section 610.028, RSMo:

1. The Department's General Counsel shall be and is hereby appointed custodian of records of the Department of Economic Development and such custodian is located at Suite 680, Truman Building, 301 West High Street, Jefferson City, MO. The custodian's mailing address is: General Counsel, Department of Economic Development, P.O. Box 1157, Jefferson City, MO 65102
2. The custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute, except that the period for production may exceed the statutory period for reasonable cause.
3. Fees to be charged for access to or furnishing copies of records shall be:
 - a. 10 cents per page for paper copies 9 x 14 or smaller.
 - b. \$11 per hour for duplicating time.
 - c. Research time and other materials shall be charged at actual costs.
4. Except to the extent that disclosure is otherwise required by law, the Department is authorized to close all records and votes related to the each category set forth in Section 610.021, RSMo, and all records relating to financial investments in a business, sales projections or other business plan information which may endanger the competitiveness of a business, or record pertaining to a business prospect permitted to be closed pursuant to Section 620.014, RSMo.
5. As required by Section 610.225, records and documents relating to tax credits submitted as part of the application for all tax credits shall be deemed closed record until such time as the information submitted does not concern a pending application.