Reviewed: 6/3/2025

ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-17
Issuance Date: 7/1/23
Subject: Public Access to Records

As a public governmental body, the Workforce Development Board of North Missouri (WDB) is required to abide by the Missouri Sunshine Law (Open Meetings and Records Law) as outlined in Chapter 610 RSMo. Section 610.028.2 RSMO provides that a public governmental body must establish a written policy regarding the release of information on any meeting, record, or vote.

The Executive Director is appointed custodian of the records of the WDB, located at 912 Main Street, Trenton, MO 64683. As such, the Executive Director shall respond to all requests for access to or copies of a public record within the period provided in 610.023 RSMo except in those circumstances authorized by statute.

The fees to be charged for access to or furnishing copies of records shall be in accordance with 610.026 RSMo: Fees may not exceed 10 cents per page for paper copies 9 by 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.

It is the public policy of the WDB that meetings, records, votes, actions, and deliberations shall be open to the public unless otherwise provided by law and only then with proper citation of the statute authorizing such.

The Workforce Development Board of North Missouri shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

Esta información se puede traducir a otro idioma si se solicita. Comuníquese con la Oficina de la Junta de Desarrollo de la Fuerza Laboral para obtener ayuda con la traducción.

Ces informations peuvent être traduites dans une autre langue sur demande. Veuillez contacter le bureau du Conseil de développement de la main-d'œuvre pour obtenir de l'aide en matière de traduction.