

Lake of the Ozarks Council of Local Governments Open Records Policy

How to submit an Open Records Request

Missouri's Open Records Law (Chapter 610, RsMo) states that records of public governmental bodies are open to the public unless otherwise provided by law. Open records request should be submitted to the agency's Custodian of Record. Requests may be submitted to:

Lake of the Ozarks Council of Local Governments

Attention: Linda Conner

P.O. Box 3553

Camdenton, MO 65020

Phone: 573-346-5692

Email: linda.conner@loclg.org

Required Information

Please include the following information with your records request:

- Your name (and organization name, if applicable)
- Your contact information, including: mailing address, phone and email
- Please specify if you are interested in reviewing the records in person or receiving paper or electronic copies (if available)
- The amount you are willing to pay for the production costs, or if you would like an estimate of production costs beyond a certain amount
- Identifying information related to your records request, such as project name, dates of meeting, or other details that will help us locate the information being requested
- A list or description of the specific information you are requesting

A form is not required; however, for your convenience you may use the attached form.

Any information you provide to our agency may be subject to disclosure upon request. LOCLG will respond to your request within 72 hours, however providing the information requested may take additional time depending on the extent of the request. If you have not been contacted by LOCLG within three business days, please contact the Custodian of Record to confirm receipt of your request.

Costs

LOCLG may invoice requesters to recover costs incurred in fulfilling records requests. This includes staff research, review and or duplication time, as well as materials costs, at the rates listed below:

- Clerical staff time (hourly rate) \$12.50 per hour
- Paper copies (8 ½ X 11) \$.10 cents per page
- Larger copies will be quoted based on cost of size requested
- Any other applicable costs associated with the records requests (i.e. postage, packaging, etc.)

A deposit for ½ of the estimated costs will be required before we start the collection of records requested. Payment in full will be required upon delivery of the requested documents.