

ROLLA PUBLIC LIBRARY

SUBJECT: Missouri Sunshine Law

BOARD

Approved: 03/20/2025

POLICY

Freedom of Information

The Rolla Public Library is a public institution subject to the state of [Missouri's Sunshine Law](#)*. The linked document explains the Sunshine Law and outlines the procedures for making an open records request. A print copy is available upon request.

Public Records

Unless otherwise provided by law, public records of the Rolla Public Library are to be open and available to the public for inspection and copying. The term "public record" includes records created or maintained by private contractors under an agreement with the Rolla Public Library or on behalf of the Rolla Public Library. § 610.010, RSMo.

The Rolla Public Library may charge up to 10 cents per page for standard copies and the actual cost of the copy for larger or specialized documents (such as maps, photos, and graphics). The Rolla Public Library may also charge a reasonable fee for the time necessary to search for and copy public records. Research time may be charged at the actual cost incurred to locate the requested records. § 610.026, RSMo.

All requests for information under the Sunshine Law should be directed to the custodian of records. The Rolla Public Library's designated custodian of records is the Library Director and can be contacted at director@rollapubliclibrary.org.

The Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the custodian. If access is denied, the custodian must explain in writing and must include why access is denied, including the statute that authorizes the denial. If access is not granted immediately, the custodian of records is required to explain the reason for the delay and the earliest date and time that the records will be available. § 610.023, RSMo.

If only part of a record may be closed to review, the rest of the record must be made available. The law also requires that if a request is made in a particular format, the custodian shall provide the records in that format if they are available. § 610.024, RSMo.

*<https://ago.mo.gov/get-help/programs-services-from-a-z/sunshine-law/>