

<b>Missouri Charter Public School Commission</b>	
<b>Open Records</b>	<b>1.02</b>

## **Policy**

The Commission is required to conduct its business in accordance with the open meetings and records requirements of Chapter 610 of the Revised Missouri State Statutes.

The Executive Director serves as the custodian of the records of the Missouri Charter Public School Commission and is located at 20 S. Sarah Street, St. Louis, MO 63108

The 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.

Fees to be charged for access to or furnishing copies of records 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 Custodian of Records or other staff, if such staff exists. Research time may be billed at actual cost.

The Missouri Charter Public School Commission hereby closes all public records to the extent authorized by law.

### **Record retention**

The Commission shall preserve and dispose of records according to the [State Agency General Retention Schedule](#) published by the Secretary of State and any Commission-specific records retention schedule approved by the Secretary.