

Harrison County Hospital District
Sunshine Law (Chapter 610 RSMo) Policy

It is the policy of Harrison County Community Hospital District to comply with the provisions of Chapter 610. RSMo. Commonly referred to as the "Sunshine Law". In furtherance of this policy, it is noted:

Section 610.023.1, RSMo. Provides that a public governmental body is to appoint a custodian who is to be responsible for the maintenance of that body's records and the identity and location of the custodian is to be made available upon request; and

Section 610.026, RSMo. Provides that a public governmental body may prescribe reasonable fees for providing access to or furnishing copies of public records, and that those fees shall not exceed the actual cost of document search and duplication; and

Section 610.028.2 RSMo. Provides that a public governmental body shall provide a reasonable written policy in compliance with Sections 610.010 to 610.030, RSMo commonly referred to as the "Sunshine Law", regarding the release of information on any meeting, record or vote.

In accordance with the provisions of the Sunshine Law, the following is adopted as the policy of Harrison County Hospital District:

1. That Harrison County Community Hospital District shall have a Custodian of Records, that a list of Custodians along with this policy be posted on the District Website, and that the address for such custodian is: HCCH Administration, 2600 Miller Street, Bethany, Missouri, 64424 – Attention Custodian of Records
2. That the Custodian shall make public records available for inspection and copying during regular business hours at the HCCH Administration Office as provided by law. When another time or place is more convenient to the parties, the Custodian may designate other employees to make alternative arrangements for the production of public records for inspection and/or copying.
3. That 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.
4. That the fee which may be charged for access to or furnishing copies of public records shall be hereinafter provided and that said fees have been determined to comply with the provisions of Section 610.026 RSMo. It is anticipated and approximated that the fees be as follows:
 - a. A fee of \$20.00 per hour for activities performed by other staff including time required to locate, prepare, and copy responsive documents.
 - b. A fee of \$0.10 per page for copies of a document.
 - c. A fee which includes only the cost of copies, equipment, use, programming, and staff time required in the production of a public record maintained on computer, facilities,

recording tapes or discs, videotapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices.

5. The above fees may be required to be paid in advance. An estimate of fees anticipated can be provided.
6. All records retained by or of the Harrison County Hospital District whether created internally or obtained from any source whatsoever, are closed to the extent allowed by law.

Nothing in this policy is meant to exclude or over-ride any provision contained in Chapter 610 RSMo. At all times Chapter 610 RSMo shall take precedence over this policy.

**CUSTODIAN(S) OF RECORDS
Identify & Location**

Tina Gillespie, CEO – tgillespie@hchospital.org

Lisa Wallace, EA – lwallace@hchospital.org

HCHH Administration, 2600 Miller Street
Bethany, Missouri, 64424
Attention Custodian of Records