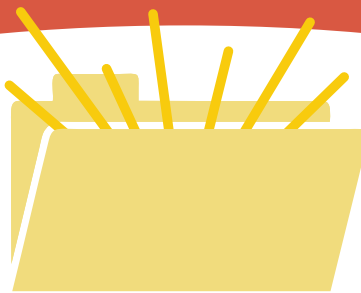


Sunshine Act Procedures



A. Background & Purpose

East-West Gateway Council of Governments (EWG), as a quasi-public governmental body, is required to follow Missouri's Open Meetings/Open Records Law, commonly referred to as the [Missouri Sunshine Act \(Chapter 610, RSMo\)](#).

In accordance with the Sunshine Act, EWG has issued these Sunshine Act Procedures to establish general policies and procedures for providing access to public records maintained by EWG.

B. Policy

EWG will comply with the Sunshine Act (Chapter 610, RSMo), as it may be amended from time-to-time.

In accordance with the Sunshine Act, EWG's policy is that:

- Meetings, records, votes, actions, and deliberations of EWG will be open to the public unless otherwise provided by law.
- EWG's custodian of records, or designee, will respond to all requests for access to or copies of a public record within the time period described in the Sunshine Act except in those circumstances authorized by statute.
- EWG may assess fees for providing access to or furnishing copies of records in accordance with the fees and costs permitted by the Sunshine Act.

C. Custodian of Records

For purposes of responding to open records requests, EWG's custodian of records is:

Director of Administration
East-West Gateway Council of Governments
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102
Phone: (314) 421-4220 (MO) / (618) 274-2750 (IL)
Fax: (314) 231-6120
Email: sunshine@ewgateway.org

EWG's custodian of records may coordinate with other EWG staff to identify and locate records that are needed to respond to an open records request.

D. Submitting an Open Records Request

EWG prefers that all open records requests be submitted in writing. All open records requests, whether in writing or otherwise, must be submitted to the custodian of records. Written open records request must be made by delivery, mail, email, or fax.

The open records request should provide enough detail and information so that the custodian of records can easily identify and locate the records sought by the request.



Sunshine Act Procedures

E. Fees

In accordance with the types of fees and amounts stipulated in the Sunshine Act, EWG may charge fees associated with providing access to or furnishing copies of records.

EWG will determine, on a case-by-case basis, the fees associated with an open records request and will inform the requestor of the fees that will be assessed and an estimate of the fees. The requestor will also be notified that the fees are an estimate and that the requestor will be responsible for the actual cost of providing access to or furnishing copies of the records.

EWG may waive or reduce the fees associated with an open records request and will make this decision on a case-by-case basis based upon EWG's determination that a waiver or reduction of the fees is in the public interest because it is likely to contribute significantly to public understanding of EWG's operations or activities and is not primarily in the commercial interest of the requestor.

In the event that fees are assessed, the requestor will be required to provide payment of the estimated fees prior to the records request being fulfilled. EWG will direct the requestor as to the amount of the estimated fees that need to be paid and how to pay the fees.

In cases where the actual costs of providing access to or furnishing copies of the records exceed the estimated fees paid by requestor, EWG will inform the requestor of the additional cost associated with the records request and the requestor will be required to pay the additional costs prior to EWG providing the records.

In cases where the actual costs of providing access to or furnishing copies of the records is less than the estimated fees paid by the requestor, EWG will notify the requestor and, within EWG's typical payment processing cycle, return to the requestor any excess payment received.

F. Questions?

Questions regarding these Sunshine Act Procedures should be directed to:

sunshine@ewgateway.org

Subject: Question about Procedures

EWG has also provided Frequently Asked Questions (FAQs) to answer common questions about submitting an open records request. The FAQs supplement, and are deemed a part of, EWG's Sunshine Act Procedures.



EAST-WEST GATEWAY
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

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