

**A SPECIAL ORDINANCE OF THE CITY OF NEVADA, MISSOURI APPOINTING A RECORDS CUSTODIAN AND APPROVING A POLICY FOR RECORDS REQUEST UNDER SECTION 610.010 THRU 610.225.**

**BE IT ORDAINED BY THE CITY COUNCIL OF NEVADA, MISSOURI THAT:**

**Section 1.** Stephanie M. Martin is appointed as the custodian of records of Nevada, Missouri and that such custodian is located at 110 S. Ash Street, Nevada, Missouri 64772.

**Section 2.** That said 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.

**Section 3.** That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: -Insert Fee Schedule\_ Note: Fees 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 clerical staff of the public governmental body. Research time may be billed at accrual cost.

**Section 4.** That it is the public policy of Nevada, Missouri that meetings, records, votes, actions, and deliberations of this body shall be open to the public except as provided by: (List provisions of Section 610.021, RSMo, and other applicable provisions the body wished to rely on to close records), which records shall be closed as allowed by law.

**Section 5.** That Nevada, Missouri, shall comply with Section 610.010 to 610.225, RSMo, the Sunshine Law, as now existing or hereafter amended.

**PASSED, APPROVED AND ADOPTED, BY THE CITY COUNCIL OF NEVADA, MISSOURI, THIS 2<sup>nd</sup> DAY OF August, 2022.**



*Sharon Baker*

Sharon Baker – HR Director

*George Knox*  
George Knox, Mayor

*Stephanie M. Martin*

Stephanie M. Martin – City Clerk