

Interior Design Council Sunshine Policy

- (1) All public records of the Interior Design Council shall be open for inspection and copying by any member of the general public during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays) except for those records closed pursuant to section 610.021, RSMo. All public meetings of the Interior Design Council not closed pursuant to the provisions of section 610.021, RSMo will be open to any member of the public.
- (2) The council establishes the executive director of the council as the custodian of its records as required by section 610.023, RSMo. The executive director is ultimately responsible for the maintenance of the council's records and for responses to requests for access to public records.
- (3) Whenever a request for inspection of public records is made and the individual inspecting the records requests copies of the records, the council may charge a reasonable fee for the cost of the document search and copying the records. The fees charged by the council shall be as follows:
 - (A) A fee for document search (research) shall not exceed the actual cost of document search and shall be established by council rule;
 - (B) A fee for copying public records shall not exceed the actual cost of duplication and shall be established by council rule and
 - (C) All fees collected shall be remitted to the Department of Revenue for deposit in the State Treasury to the credit of the Missouri Interior Designer Council Fund.
- (4) Responding to Requests for Access
 - (A) Whenever a request for access to public records is made and the custodian is uncertain whether or not that access is required under the provisions of Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before making the determination whether to deny access to records. In the event that contact by the custodian with the Office of the Attorney General is not practicable or is impossible, the custodian may make a decision to deny access pending consultation with the attorney general's office and within three (3) days shall give this reason for delay to the person requesting the information.
 - (B) Whenever a decision is made to deny access, the custodian will comply with the requirements in section 610.023, RSMo concerning informing the individual requesting access to the records of the grounds for denial of the request.
 - (C) Whenever the custodian denies access to the records and the person requesting access requests in writing that the request and denial be reviewed by the council, the council shall supply to the members of the council copies of the written response where the denial was conveyed to the requesting individual. At the next meeting of the council, the council shall either affirm the decision of the custodian or reverse the decision of the custodian. In the event that the council decides to reverse the decision of the custodian, the council shall direct the custodian to so advise the person requesting access to the information and supply the access to the information during regular business hours.
 - (D) Whenever document access is requested and the custodian is not certain of the position of the council regarding the request, the custodian shall inform the person requesting access that the request is denied pending review of the request by the council at the next meeting.
- (5) The custodian shall maintain a file in which is retained, for a period of at least two (2) years, copies of all written requests for access to records and responses to those requests. The file shall be maintained as a public record of the council open for inspection by any member of the general public during regular business hours.