

**First Reading: 07/28/25**  
**Bill No.: 25-56**

**Second Reading: 07/28/25**  
**Ordinance No.: 250728C**

**AN ORDINANCE OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING PROCEDURES FOR PUBLIC RECORDS REQUESTS UNDER THE MISSOURI SUNSHINE LAW, RSMo CHAPTER 16.**

**WHEREAS**, SECTION 610.023.1, RSMo provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

**WHEREAS**, SECTION 610.026, RSMo sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

**WHEREAS**, 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.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:**

**SECTION 1:** The City Clerk shall serve as custodian of records and shall respond to all requests for access to or copies of a public record in possession of the City within the time period provided by statute except in those circumstances authorized by statute.

**SECTION 2:** The fees to be charged for access to or furnishing copies of records shall be in compliance with section 610.026, RSMo.

**Section 3:** The City shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended. It is the public policy of the City that records of the City shall be open to the public unless otherwise provided by law.

**Section 4:** This ordinance shall be in full force and effect upon and after its passage and approval.

Read two times and passed at a meeting of the Board of Alders of the City of Willard, Missouri, on the **28th day of July, 2025.**

Approved By: \_\_\_\_\_  
Troy Smith, Mayor

Attested By: \_\_\_\_\_

Rebecca Hansen, City Clerk

Approved as to Form: \_\_\_\_\_

Holly Dodge, City Attorney