



# MPUA

## Missouri Public Utility Alliance

### *Document and Record Retention Policy*

#### **I. Document and Record Retention**

**A.** It is the policy of the Commission that all documents and records will be retained as required by the Missouri Secretary of State, pursuant to state law, and as described and updated by the Secretary of State in the General Records Retention Schedule, attached herewith as Appendix A.

**B.** A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (§109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

**C.** A "non-record" includes, as defined in §109.210(5), as follows:

"...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

D. This schedule does not authorize the destruction of documents that could be deemed relevant to pending or current litigation.

## **II. Handling of Requests for Public Records**

A. Information requests, requests of copies of public documents under Chapter 610, RSMo (the Sunshine Law) or the like shall be date stamped upon receipt if they are received in writing, or printed and date stamped if received electronically, and processed without delay. By law, requests for public documents under Chapter 610, whether in writing or electronic, must be responded to within three business days.

B. The Custodian of Records of the Commission, as designated by the Executive Committee, will be responsible for requests for public documents. All Sunshine Law requests will be cataloged and stored by the Custodian of Records.

C. For invoicing purposes, a Document Billing Worksheet should be completed by the support personnel of the division providing the requested information. The Excel file "Document Billing Worksheet" is located on the office server.

D. All fees related to a Sunshine Request will be required to be paid prior to any clerical staff or support staff time being utilized or copies being made. Fifteen minutes for a reply to a Sunshine Request will be considered a minimal amount of time for a request to be answered, but all searches which will require more support staff time to perform the search will have the estimated search time and copying charges relayed by the Custodian of Records to the party requesting the information prior to the search being performed. Search time, based upon current wages paid to support staff, will be billed at \$15 per hour. Any party requesting copies of documents will be charged \$0.10 per page, if such page is no larger than 9 inches by 14 inches. Any party requesting documents be converted into an electronic format or copied onto a disk will be charged clerical staff time for such time involved for that request and for any other costs incurred.

E. The sample language that will be included on the website for the Commission to make a Sunshine Request shall be as follows:

### **Sample language for a Sunshine request to obtain records from the Missouri Joint Municipal Electric Utility Commission or Municipal Gas Commission of Missouri:**

*"To: Peggy King, Custodian of Records*

*This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.*

*I request that you make available to me the following records: \_\_\_\_\_*

*(Insert your name, address, phone number or electronic mail address)"*

Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.

If you know the subject matter of the records, but do not have additional information, use this alternative (be as specific as possible; include dates if you can):

*"I request that you make available to me all records that relate to \_\_\_\_\_."*

If you want and are willing to pay for copies of the records, rather than just being able to see them:

*"I request that the records responsive to my request be copied and sent to me at the following address: \_\_\_\_\_ ."*

If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

*"I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to \_\_\_\_\_ (Tell how you will use the information and why that use is in the public interest.)"*

**F.** All records retained by the Commission, whether created internally or obtained from any source whatsoever, are closed to the extent allowed by law

**Contact:**

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