

# CORNLAND SPECIAL ROAD DISTRICT

Bates County, Missouri

## POLICY ON PUBLIC MEETINGS, PUBLIC RECORDS, AND PUBLIC VOTES

*Adopted pursuant to Sections 610.010 through 610.030, RSMo (the "Sunshine Law")*

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### 1. Purpose and Policy

The Cornland Special Road District is a political subdivision of the State of Missouri organized under Chapter 233, RSMo. It is a public governmental body as defined in Section 610.010(4), RSMo.

It is the public policy of this District that meetings, records, votes, actions, and deliberations of the Board of Commissioners shall be open to the public unless otherwise provided by law. Section 610.011, RSMo, requires that the Sunshine Law be liberally construed in favor of openness, and that exceptions be strictly construed. Where this policy is silent or unclear, the District shall resolve the question in favor of disclosure.

This policy is adopted to satisfy Section 610.028.2, RSMo, which requires each public governmental body to provide a reasonable written policy regarding the release of information on any meeting, record, or vote.

### 2. Custodian of Records

Pursuant to Section 610.023.1, RSMo, the Board of Commissioners appoints the following person as Custodian of Records, responsible for maintaining the District's records:

**Layne Anderson, Commissioner and Trustee ex-officio Treasurer**

Cornland Special Road District

2035 SW County Road 1067

Butler, Missouri 64730

notices@cornlandsrd.org

The name and contact information of the Custodian shall be posted on the District's website at [cornlandsrd.org](http://cornlandsrd.org) and shall be made available upon request. If the office of Custodian becomes vacant, the Board shall appoint a successor at its next regular meeting, and the presiding Commissioner shall serve as Custodian in the interim.

### 3. How to Request Records

A request for public records may be submitted by any person, for any reason. The requester is not required to state a reason for the request. Requests may be made:

- Through the request form at [cornlandsrd.org/requests.html](http://cornlandsrd.org/requests.html)
- By electronic mail to [notices@cornlandsrd.org](mailto:notices@cornlandsrd.org)
- By mail to the Custodian of Records at the address above

Requests should describe the records sought with enough specificity that the Custodian can identify them, including a date range where applicable. The District will assist a requester in refining an unclear request rather than denying it outright.

The District will not require a requester to submit a request on any particular form, and will not refuse a request solely because it was made by telephone or in person; however, requesters are encouraged to submit requests in writing so that the date of receipt is documented.

## 4. Response Time

Pursuant to Section 610.023.3, RSMo, the Custodian shall respond to a request as soon as possible, but in no event later than the end of the third business day following the date the request is received.

If the records cannot be produced within that period, the Custodian shall provide, within that same period, a written statement describing the cause of the delay and the earliest date and time the records will be available.

If access is denied in whole or in part, the Custodian shall provide a written explanation, including the specific provision of law under which access is denied, no later than the end of the third business day following the request.

## 5. Closed Records and Meetings

Certain records and meetings may be closed under Section 610.021, RSMo. The District will close a record or a portion of a meeting only where the law specifically permits it, and only to the extent necessary. Where a record contains both open and closed material, the closed material shall be redacted and the remainder released.

Any vote to close a meeting or record shall be taken in an open session, the reason for closure shall be stated with reference to the specific statutory subsection relied upon, and the vote of each Commissioner shall be recorded by name in the minutes.

## 6. Fees

Section 610.026, RSMo, permits the District to charge for copies and for search, research, and duplication time. The District adopts the following schedule, which does not exceed the statutory maximums:

| Service                                                   | Fee                                                                                                                       |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Records delivered electronically (email or website)       | No charge                                                                                                                 |
| Paper copies, first 25 pages                              | No charge                                                                                                                 |
| Paper copies, each page thereafter (9" x 14" or smaller)  | \$0.10 per page                                                                                                           |
| Inspection of records at a mutually agreed time and place | No charge                                                                                                                 |
| Search, research, and duplication time                    | No charge for the first two hours; thereafter at actual cost, using the lowest-cost person capable of performing the work |
| Records in other formats or on other media                | Actual cost                                                                                                               |

The District has no paid clerical staff. Where no cost is actually incurred, no fee will be charged.

Before producing records, and upon request, the Custodian shall provide an estimate of the cost. Where the estimated fee exceeds \$25.00, the Custodian shall notify the requester and obtain confirmation before proceeding, and may require payment in advance. All fees collected shall be deposited to the District's account by the Trustee ex-officio Treasurer, as provided in Section 610.026.4, RSMo.

## 7. Notice of Meetings

Pursuant to Section 610.020.1, RSMo, the District shall give notice of the time, date, and place of each meeting, and its tentative agenda, in a manner reasonably calculated to advise the public of the matters to be considered. Notice shall be given at least twenty-four hours, exclusive of weekends and holidays on which the facility is closed, before the meeting begins.

Notice shall be posted at the Bates County Courthouse bulletin board and on the District's website at [cornlandsrd.org](http://cornlandsrd.org). Posting on the website is in addition to, and not a substitute for, physical posting.

For any meeting called on less than twenty-four hours' notice, the nature of the good cause justifying the shortened notice shall be stated in the minutes.

## **8. Minutes and Votes**

Pursuant to Section 610.020.7, RSMo, minutes shall be taken and retained for every meeting, whether open or closed. Minutes shall include the date, time, and place of the meeting; the members of the Board recorded as present; the specific votes taken; and any other information required by law.

The minutes shall attribute each "yea" vote, each "nay" vote, and each abstention to the name of the individual Commissioner casting it.

Approved minutes shall be posted on the District's website and are available as public records under this policy.

## **9. Retention of Records**

The District shall retain its records in accordance with the retention schedules published by the Missouri Secretary of State, Local Records Program. Records shall not be destroyed while a request for those records, or litigation concerning them, is pending.

## **10. Effective Date**

This policy takes effect upon adoption by the Board of Commissioners and supersedes any prior policy or practice of the District regarding public meetings, records, and votes. It shall be posted on the District's website and a copy shall be available from the Custodian of Records upon request.

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Adopted on July 23, 2026 by the undersigned, constituting the sole sitting member of the Board of Commissioners of the Cornland Special Road District, the remaining seats being vacant. This policy shall be presented to the Board for ratification at its next regular meeting following the seating of additional Commissioners.

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Layne Anderson, Commissioner and Trustee ex-officio Treasurer  
July 23, 2026