



# RAY COUNTY COMMISSION

## Ray County Court House

100 West Main Street | Richmond, Missouri 64085  
raycountycommissioners@commission.raycountymo.gov  
816.776.4507

4/16/2026

### RESOLUTION ESTABLISHING PROCEDURES FOR COMPLIANCE WITH THE MISSOURI SUNSHINE LAW BY RAY COUNTY, MISSOURI

**WHEREAS**, the Ray County Commission recognizes the importance of transparency, openness, and accountability in county government; and

**WHEREAS**, Chapter 610, RSMo, commonly known as the Missouri Sunshine Law, governs access to public records, meetings, and votes of public governmental bodies; and

**WHEREAS**, the Ray County Commission finds it necessary to establish clear and uniform procedures for handling requests for public records in compliance with Chapter 610, RSMo;

**NOW, THEREFORE, BE IT RESOLVED BY THE RAY COUNTY COMMISSION, as follows:**

#### **1. Custodian of Records**

The Ray County Commission shall designate a Custodian of Records. The Custodian's name and contact information shall be posted on a public notice board near the entrance to the Ray County Clerk's office. All Sunshine Law requests shall be directed to the Custodian of Records in care of the Ray County Clerk's office, 100 West Main Street, Richmond, MO 64085.

#### **2. Response to Requests**

The Custodian of Records shall respond to all requests within three (3) business days after receipt, in accordance with §610.023, RSMo. If the requested records cannot be provided within that time, the Custodian shall notify the requester of the anticipated time required to produce the records.

#### **3. Fees and Charges**

---

Western Commissioner  
*Bobby Don Davis*

  
Presiding Commissioner  
*Sheila Tracy*

  
Eastern Commissioner  
*Max Hockemeier*



# RAY COUNTY COMMISSION

## Ray County Court House

100 West Main Street | Richmond, Missouri 64085  
raycountycommissioners@commission.raycountymo.gov  
816.776.4507

Fees for records shall not exceed those permitted by §610.026, RSMo, and shall be as follows:

- a. Paper copies not exceeding 9" x 14": **\$0.10 per page**
- b. Maps, charts, oversized, or other non-standard records: **actual cost of production**
- c. Digital records provided on county-supplied storage device: **actual cost of the media**
- d. Labor for searching, retrieving, and duplicating records: **rates permitted by state statute**

#### 4. Estimates and Prepayment

Prior to fulfilling a request, the Custodian of Records shall provide an estimate of anticipated costs. Payment of the estimated amount shall be required before work begins. If costs exceed the estimate, a revised estimate for additional prepayment may be required. Any overpayment shall be refunded.

#### 5. Supersession

This Resolution supersedes all prior policies, orders, resolutions or directives of the Ray County Commission regarding Sunshine Law requests.

#### 6. Statutory Compliance

This Resolution shall be interpreted and applied in accordance with Chapter 610, RSMo, as amended.

---

Western Commissioner  
*Bobby Don Davis*

Presiding Commissioner  
*Sheila Tracy*

Eastern Commissioner  
*Max Hockemeier*