

**POLICY REGARDING PUBLIC RECORDS**  
**UNDER CUSTODY OF WARREN COUNTY COLLECTOR -**

In compliance with the Missouri Revised Statute 610.023 all public records of the Warren County Collector's Office are under the custody of Julie Schaumberg , Warren County Collector and are available for inspection and copying by the public. The bulk of these records (some on microfilm) are housed in the Warren County Collector's Office located in the Warren County Administration Building at 101 Mockingbird Lane (Suite 200) in Warrenton. Some records are archived in the lower level of 101 Mockingbird Lane in Warrenton. Most records are available for inspection by the public (and copying) immediately upon request. Access to archived records may require advanced notice in order that they can be located and brought to the office, when feasible, for the public to inspect (and copies to be made) thus avoiding fees for staff time to supervise access to records outside the office. Regardless of where the record is housed, when a request is made for access to a public record, the records will be made available for inspection and copying by the public no later than the end of the third business day following the date of the request or (as per RSMo Section 610.023) a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection and copying by the public will be given. An example of when a delay might be necessary in producing records for inspection and copying by the public would be if the records required are archived records, the bulk of which makes it unfeasible to retrieve and move to the Collector's Office, therefore making it necessary for office staff to be available to supervise the public access to records outside the office. Requests of this nature shall be responded to as timely as possible as staff time permits (see third to last paragraph below).

If you will be coming some distance, it might be a good idea to call first to try to assure that the staff person most familiar with the set of records you need to abstract from will be available to assist you when you arrive at the office. Also at that time you can possibly ascertain if the records you are going to require are housed in the archives or on site at the office. The Warren County Collector's Office is open Monday through Friday 8:00 AM to 4:30 PM. We are closed on state holidays and the day after Thanksgiving. Occasionally we may be closed during other times (or as a result of inclement weather), but it would be rare.

A microfilm reader is available in the office for public inspection of the microfilm. If someone desires to "copy" a microfilmed record located on the microfilm, arrangements have been made with the local library for us to transport the specific microfilm reel that the record resides on to their establishment, allowing the public to use the library's reader/printer to copy the document found. The library will charge their posted fee for this copy to the person making the copy.

Three computer terminals are available to the public in the hall of the administration building containing current information regarding the status of payment on individual accounts for the public's use at no fee.

It should be noted that there are only 2 copy machines, 3 public computer terminals, and 1 microfilm machine to service all users. Any person doing a long- term project on this equipment shall be required to relinquish the equipment from time to time as needed by others.

Per RSMo. 139.090 (which addresses duplicate personal property receipts), the collector shall charge a fee of \$1 for reproducing a duplicate copy of a paid personal property tax receipt. Therefore, a paper copy of a duplicate copy of a specific "paid" receipt on an individual personal property account (as maintained on computer facilities since 1995) can be obtained from the Collector's Office (in person) for \$1 when the account number and year of billing or the specific bill number is provided to the collector office staff. In lieu of above, the full name on account and billing address may be sufficient to obtain this duplicate receipt. Request for mailed/faxed copies of a reproduction of a specific "paid" billing on a personal property account (as maintained on computer facilities since 1995) from the person billed to will be processed for \$1.00 (and for \$2 from someone other than person billed to) - payable to: Warren County Collector Fund - per each personal bill requested. Person requesting will need to provide pre-payment (along with the name and complete mailing address as to where it should be mailed) at the time of request.

A duplicate paper copy reproducing a specific "paid" or "unpaid" billing on an individual real estate parcel or an "unpaid" billing on a personal property account (as maintained on computer facilities since 1995) can be obtained from the Collector's Office (in person) when the ID/Account number and year of billing or the specific bill number is provided by the public to the collector office staff. To obtain a paper copy of duplicate "unpaid" personal billing the full name on account and billing address may be sufficient. There will be a charge of \$2 (which is based on an estimate for search, research, and duplication time at the average hourly rate of pay for clerical staff of the Warren County Collector's Office plus paper copy) for each copy to all persons requesting same that are someone other than the person billed to. There would be no charge for either of these to the person billed to. Request for mailed/faxed copies of the duplication of a specific "paid" or "unpaid" billing on an individual real estate or an "unpaid" billing on a personal property account (as maintained on computer facilities since 1995) must be prepaid at \$3.00 (which is based on an estimate for search, research, and duplication time at the average hourly rate of pay for clerical staff of the Warren County Collector's Office plus cost of paper copy, envelope and postage) made payable to: "Warren County Collector Fund" per each such bill/receipt requested (if to be mailed/faxed to someone other than the person billed to). There would be no charge for either of these to be mailed to the person billed to themselves. An exception to this is that the original "unpaid" real estate parcel billing will be sent to a lender (without charge), who is escrowing funds for the payment of the taxes on that account, at the time that the billings are originally printed, if the lender has requested the billing be sent to them (instead of the taxpayer) within the necessary time frame. Any person requesting a duplicate paper copy of a "paid" or "unpaid" real estate billing must include the ID/Account number and billing year or state the specific bill number they desire along with the name and complete mailing address as to where it should be sent. (See "Pricelist for Reproduction of Specific 'Paid' or 'Unpaid' Personal Property and Real Estate Billings/History" for complete details of this portion of the policy, which is incorporated herein).

In compliance with Missouri Revised Statute 610.026.1, which provides that ... "except as otherwise provided by law, each public governmental body shall provide access to and, upon request, furnish copies of public records", the Warren County Collector's Office shall also furnish copies of other public records. Copies of paper documents, under the custody of the Warren County Collector, will be made with the cost charged per 1-sided page (up to 9"x14" size paper) of 10¢. Should the public inspection and copying of records under the custody of the Warren County Collector require the assistance or supervision of a Warren County Collector's Office staff member, research time required for fulfilling records requests will be charged at the actual cost of research time (beyond the first 5 minutes). Based on the scope of the request, the Warren County Collector's Office shall produce the copies using collector office staff (having the knowledge necessary to process the request) that results in the lowest amount of charges for search, research and duplication time (based on their average hourly rate of pay). The processing fee shall be charged in 15 minute increments of staff assistance and/or time. Assistance to the public accessing the public records that requires staff time beyond 15 minutes shall be responded to as staff time permits so as not to disturb office operations, the meeting of production deadlines, and the servicing of the taxpaying public's needs. Payment is payable to the Collector's Office upon completion of the copy project when requester is present at the collector's office during the processing. Costs for requested copies, made other than in person, shall be estimated prior to the making of copies and payment will be required in advance. Should the estimate be *short*, the person requesting shall be notified when amount charged has been reached and they shall be allowed to determine if they want the office to continue processing the request, or stop where they are and provide what has been gathered to date. Should the estimate be *long*, monies charged in excess will be refunded. Requests of this nature shall be responded to as timely as possible as staff time permits (see third to the last paragraph below).

Electronically generated computer reports (printed on continuous feed paper) will only be rendered if the report requested is in a format already established on the software currently in use in the Warren County Collector's Office. They will be rendered in their entirety as gathered. If an electronically generated computer report is not available in the format you described, you are welcome to review existing reports available for public inspection in the Warren County Collector's Office. From that review you can determine whether any of those formats (or combination of several reports) would satisfy your needs. Although the exact size of the report will not be known until ran, the amount charged will be based on an *estimate* of size, given the knowledge of prior reports ran of the same format. We should be able to calculate this charge fairly accurately in advance. Fees for these reports shall include only the cost of staff time [based on the scope of the request, the Warren County Collector's Office shall

produce the report using collector office staff (having the knowledge necessary to process the request) that results in the lowest amount of charges for search, research, run time, and processing time (based on their average hourly rate of pay)] plus the cost of the medium used for the duplication, and postage. These fees shall be *estimated* prior to the running of report and payment will be required in advance. Requests of this nature shall be responded to as staff and equipment time permits (see third to the last paragraph below). Of course, all or any part of any existing report (already ran and retained as public record by the Warren County Collector) may be copied as set out above.

Requests that require staff time beyond 15 minutes and/or computer equipment time shall be responded to as staff time and computer equipment availability permits so as not to disturb office operations, the meeting of production deadlines, and the servicing of the taxpaying publics' needs. If a request is made in a particular format, the records shall be provided in that format if it is available.

Upon receiving request to furnish public copies or for specific computer generated reports, the Warren County Collector's Office shall respond in as timely a fashion as possible (see above paragraph) with an estimated fee. The fees herein stated and those separately quoted for providing copies to public and computer generated reports, do not exceed the actual analyzed cost of document search and duplication (as set out above) and upon request, the custodian shall certify that it is her belief that these fees are fair and reasonable. Fees and costs, herein stated (or separately quoted) and referred to, are subject to modification and change without notice. The Warren County Collector may waive or reduce the normal and customary fee if she determines the information requested is in the overall public interest and is not primarily in the commercial or individual interest of the requester.

It is the intent of the Warren County Collector that the policy, as set out above, fully complies with the Missouri Sunshine Law. Should you feel there are areas of the policy that do not comply, please contact Julie Schaumberg, Warren County Collector, at the above address with your areas of concern. Please, in your correspondence, quote the particular Chapter and Section that address' your concerns in order that further review of the matter can be made.

Julie Schaumberg  
Warren County Collector

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