

FIRST REGULAR SESSION

[PERFECTED]

HOUSE BILL NO. 657

101ST GENERAL ASSEMBLY

INTRODUCED BY REPRESENTATIVE TRENT.

1465H.01P

DANA RADEMAN MILLER, Chief Clerk

AN ACT

To repeal sections 610.020, 610.021, and 610.023, RSMo, and to enact in lieu thereof three new sections relating to the sunshine law.

Be it enacted by the General Assembly of the state of Missouri, as follows:

Section A. Sections 610.020, 610.021, and 610.023, RSMo, are repealed and three new sections enacted in lieu thereof, to be known as sections 610.020, 610.021, and 610.023, to read as follows:

610.020. 1. All public governmental bodies 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, and if the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting. If a public body plans to meet by internet chat, internet message board, or other computer link, it shall post a notice of the meeting on its website in addition to its principal office and shall notify the public how to access that meeting. Reasonable notice shall include making available copies of the notice to any representative of the news media who requests notice of meetings of a particular public governmental body concurrent with the notice being made available to the members of the particular governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

EXPLANATION — Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted from the law. Matter in **bold-face** type in the above bill is proposed language.

15 2. Notice conforming with all of the requirements of subsection 1 of this section shall
16 be given at least twenty-four hours, exclusive of weekends and holidays when the facility is
17 closed, prior to the commencement of any meeting of a governmental body unless for good cause
18 such notice is impossible or impractical, in which case as much notice as is reasonably possible
19 shall be given. Each meeting shall be held at a place reasonably accessible to the public and of
20 sufficient size to accommodate the anticipated attendance by members of the public, and at a
21 time reasonably convenient to the public, unless for good cause such a place or time is
22 impossible or impractical. Every reasonable effort shall be made to grant special access to the
23 meeting to handicapped or disabled individuals.

24 3. A public body shall allow for the recording by audiotape, videotape, or other
25 electronic means of any open meeting. A public body may establish guidelines regarding the
26 manner in which such recording is conducted so as to minimize disruption to the meeting. No
27 audio recording of any meeting, record, or vote closed pursuant to the provisions of section
28 610.021 shall be permitted without permission of the public body; any person who violates this
29 provision shall be guilty of a class C misdemeanor.

30 4. When it is necessary to hold a meeting on less than twenty-four hours' notice, [~~or at~~
31 ~~a place that is not reasonably accessible to the public~~] **or when the meeting will be conducted**
32 **exclusively electronically**, or at a time that is not reasonably convenient to the public, the nature
33 of the good cause justifying that departure from the normal requirements shall be stated in the
34 minutes. **Meetings held in-person and not otherwise subject to being closed under section**
35 **610.021 shall be conducted in a manner that allows physical in-person public attendance.**

36 5. A formally constituted subunit of a parent governmental body may conduct a meeting
37 without notice as required by this section during a lawful meeting of the parent governmental
38 body, a recess in that meeting, or immediately following that meeting, if the meeting of the
39 subunit is publicly announced at the parent meeting and the subject of the meeting reasonably
40 coincides with the subjects discussed or acted upon by the parent governmental body.

41 6. If another provision of law requires a manner of giving specific notice of a meeting,
42 hearing or an intent to take action by a governmental body, compliance with that section shall
43 constitute compliance with the notice requirements of this section.

44 7. A journal or minutes of open and closed meetings shall be taken and retained by the
45 public governmental body, including, but not limited to, a record of any votes taken at such
46 meeting. The minutes shall include the date, time, place, members present, members absent and
47 a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each "yea"
48 and "nay" vote or abstinence if not voting to the name of the individual member of the public
49 governmental body.

610.021. Except to the extent disclosure is otherwise required by law, a public governmental body is authorized to close meetings, records and votes, to the extent they relate to the following:

(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a public governmental body or any agent or entity representing its interests or acting on its behalf or with its authority, including any insurance company acting on behalf of a public government body as its insured, shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of section 610.011, however, the amount of any moneys paid by, or on behalf of, the public governmental body shall be disclosed; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;

(2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate;

(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees;

(4) The state militia or national guard or any part thereof;

(5) Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment;

- 37 (6) Scholastic probation, expulsion, or graduation of identifiable individuals, including
38 records of individual test or examination scores; however, personally identifiable student records
39 maintained by public educational institutions shall be open for inspection by the parents,
40 guardian or other custodian of students under the age of eighteen years and by the parents,
41 guardian or other custodian and the student if the student is over the age of eighteen years;
- 42 (7) Testing and examination materials, before the test or examination is given or, if it
43 is to be given again, before so given again;
- 44 (8) Welfare cases of identifiable individuals;
- 45 (9) Preparation, including any discussions or work product, on behalf of a public
46 governmental body or its representatives for negotiations with employee groups;
- 47 (10) Software codes for electronic data processing and documentation thereof;
- 48 (11) Specifications for competitive bidding, until either the specifications are officially
49 approved by the public governmental body or the specifications are published for bid;
- 50 (12) Sealed bids and related documents, until the bids are opened; and sealed proposals
51 and related documents or any documents related to a negotiated contract until a contract is
52 executed, or all proposals are rejected;
- 53 (13) Individually identifiable personnel records, performance ratings or records
54 pertaining to employees or applicants for employment, except that this exemption shall not apply
55 to the names, positions, salaries and lengths of service of officers and employees of public
56 agencies once they are employed as such, and the names of private sources donating or
57 contributing money to the salary of a chancellor or president at all public colleges and
58 universities in the state of Missouri and the amount of money contributed by the source;
- 59 (14) Records which are protected from disclosure by law;
- 60 (15) Meetings and public records relating to scientific and technological innovations in
61 which the owner has a proprietary interest;
- 62 (16) Records relating to municipal hotlines established for the reporting of abuse and
63 wrongdoing;
- 64 (17) Confidential or privileged communications between a public governmental body
65 and its auditor, including all auditor work product; however, all final audit reports issued by the
66 auditor are to be considered open records pursuant to this chapter;
- 67 (18) Operational guidelines, policies and specific response plans developed, adopted, or
68 maintained by any public agency responsible for law enforcement, public safety, first response,
69 or public health for use in responding to or preventing any critical incident which is or appears
70 to be terrorist in nature and which has the potential to endanger individual or public safety or
71 health. Financial records related to the procurement of or expenditures relating to operational
72 guidelines, policies or plans purchased with public funds shall be open. When seeking to close

73 information pursuant to this exception, the public governmental body shall affirmatively state
74 in writing that disclosure would impair the public governmental body's ability to protect the
75 security or safety of persons or real property, and shall in the same writing state that the public
76 interest in nondisclosure outweighs the public interest in disclosure of the records;

77 (19) Existing or proposed security systems **or procedures** and structural plans of real
78 property owned or leased by a public governmental body **including, but not limited to,**
79 **evacuation and lockdown procedures for the buildings on such real property,** and
80 information that is voluntarily submitted by a nonpublic entity owning or operating an
81 infrastructure to any public governmental body for use by that body to devise plans for protection
82 of that infrastructure **including, but not limited to, software or surveillance companies that**
83 **secure access to such buildings,** the public disclosure of which would threaten public safety:

84 (a) Records related to the procurement of or expenditures relating to security systems
85 purchased with public funds shall be open;

86 (b) When seeking to close information pursuant to this exception, the public
87 governmental body shall affirmatively state in writing that disclosure would impair the public
88 governmental body's ability to protect the security or safety of persons or real property, and shall
89 in the same writing state that the public interest in nondisclosure outweighs the public interest
90 in disclosure of the records;

91 (c) Records that are voluntarily submitted by a nonpublic entity shall be reviewed by the
92 receiving agency within ninety days of submission to determine if retention of the document is
93 necessary in furtherance of a state security interest. If retention is not necessary, the documents
94 shall be returned to the nonpublic governmental body or destroyed;

95 (20) The portion of a record that identifies security systems or access codes or
96 authorization codes for security systems of real property;

97 (21) Records that identify the configuration of components or the operation of a
98 computer, computer system, computer network, or telecommunications network, and would
99 allow unauthorized access to or unlawful disruption of a computer, computer system, computer
100 network, or telecommunications network of a public governmental body. This exception shall
101 not be used to limit or deny access to otherwise public records in a file, document, data file or
102 database containing public records. Records related to the procurement of or expenditures
103 relating to such computer, computer system, computer network, or telecommunications network,
104 including the amount of moneys paid by, or on behalf of, a public governmental body for such
105 computer, computer system, computer network, or telecommunications network shall be open;

106 (22) Credit card numbers, personal identification numbers, digital certificates, physical
107 and virtual keys, access codes or authorization codes that are used to protect the security of
108 electronic transactions between a public governmental body and a person or entity doing business

109 with a public governmental body. Nothing in this section shall be deemed to close the record
110 of a person or entity using a credit card held in the name of a public governmental body or any
111 record of a transaction made by a person using a credit card or other method of payment for
112 which reimbursement is made by a public governmental body;

113 (23) Records submitted by an individual, corporation, or other business entity to a public
114 institution of higher education in connection with a proposal to license intellectual property or
115 perform sponsored research and which contains sales projections or other business plan
116 information the disclosure of which may endanger the competitiveness of a business; ~~and~~

117 (24) Records relating to foster home or kinship placements of children in foster care
118 under section 210.498;

119 **(25) Individually identifiable customer usage and billing records for customers of**
120 **a municipally owned utility unless the records are requested by the customer or authorized**
121 **for release by the customer, except that a municipally owned utility shall make available**
122 **to the public the customer's name, billing address, location of service, and dates of service**
123 **provided for any commercial service account; and**

124 **(26) Email addresses and telephone numbers submitted to a public governmental**
125 **body by individuals or entities for the sole purpose of receiving electronic or other**
126 **communications limited to newsletters, notifications, advisories, alerts, and periodic**
127 **reports.**

610.023. 1. Each public governmental body is to appoint a custodian who is to be
2 responsible for the maintenance of that body's records. The identity and location of a public
3 governmental body's custodian is to be made available upon request.

4 2. Each public governmental body shall make available for inspection and copying by
5 the public of that body's public records. No person shall remove original public records from the
6 office of a public governmental body or its custodian without written permission of the
7 designated custodian. No public governmental body shall, after August 28, 1998, grant to any
8 person or entity, whether by contract, license or otherwise, the exclusive right to access and
9 disseminate any public record unless the granting of such right is necessary to facilitate
10 coordination with, or uniformity among, industry regulators having similar authority.

11 3. Each request for access to a public record shall be acted upon as soon as possible, but
12 in no event later than the end of the third business day following the date the request is received
13 by the custodian of records of a public governmental body, **unless published notice is provided**
14 **at least seventy-two hours prior to the request for records that the public governmental**
15 **body will be closed for an extended period outside of normal hours of operation.** If records
16 are requested in a certain format, the public body shall provide the records in the requested
17 format, if such format is available. If access to the public record is not granted immediately, the

18 custodian shall give a detailed explanation of the cause for further delay and the place and
19 earliest time and date that the record will be available for inspection. This period for document
20 production may exceed three days for reasonable cause.

21 4. If a request for access is denied, the custodian shall provide, upon request, a written
22 statement of the grounds for such denial. Such statement shall cite the specific provision of law
23 under which access is denied and shall be furnished to the requester no later than the end of the
24 third business day following the date that the request for the statement is received.

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