



Rules of
Department of Social Services
Division 5—Office of the Director
Chapter 1—Public Records

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**Title 13—DEPARTMENT OF
SOCIAL SERVICES
Division 5—Office of the Director
Chapter 1—Public Records**

**13 CSR 5-1.030 Access for Inspection of
Public Records and Fees for Copying of
Public Records**

PURPOSE: This rule supplements the requirements of Chapter 610 RSMo and prescribes requirements for individuals and organizations to gain access to public records of the department and the fees for copying of those public records.

(1) In this section the following words shall mean:

(A) The “department” shall mean the Missouri Department of Social Services including any division, subdivision, center, unit, or part thereof; and

(B) The remainder of the terms used in this rule shall have the same meaning as that set forth in Chapter 610, RSMo.

(2) For requests for public records made under Chapter 610, RSMo, the Communications Director of the Department of Social Services shall be the custodian of records. All requests for access to, or copying of, public records made to the department under Chapter 610, RSMo, shall be directed to the Communications Director. Such requests may be made in person, by telephone, electronic mail, facsimile, internet, postal mail, or by any other convenient means to the department’s Custodian of Records at the following address: Communications Director, Department of Social Services, PO Box 1527, Jefferson City, MO 65102.

(3) Copies of public records shall be provided by the department and shall be subject to the collection of search and copy fees and shipping charges as set forth herein. Requesters may avoid shipping charges by picking up their requested documents at the Office of the Director, Missouri Department of Social Services, 221 W. High, Room 240, Jefferson City, MO 65101. Requesters shall request to pick up their requested records at the time of their initial request. Copies of public records will be provided by the department subject to the copy and search fees set forth in section 610.026, RSMo.

(4) Fees for duplicating other types of records and other formats including electronic data shall be based on the actual cost of search and duplication, or as otherwise provided by section 610.026, RSMo.

(5) In accordance with section 610.026, RSMo, the department may furnish copies without charge or at a reduced charge when the department determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the department and is not primarily in the commercial interest of the requester.

AUTHORITY: sections 610.010–610.030, RSMo 2000, Supp. 2013, and Supp. 2014, and section 660.017, RSMo 2000. Original rule filed July 29, 2015, effective Feb. 29, 2016.*

**Original authority: 610.010, RSMo 1973, amended 1977, 1978, 1982, 1987, 1993, 1998, 2004; 610.011, RSMo 1987, amended 2004; 610.015, RSMo 1973, amended 1987, 1993, 1998, 2004, 2013; 610.020, RSMo 1973, amended 1982, 1987, 1993, 1998, 2004; 610.021, RSMo 1987, 1993, 1995, 1998, 2002, 2004, 2008, 2009, 2013; 610.022, RSMo 1987, amended 1993, 1998, 2004; 610.023, RSMo 1987, amended 1998, 2004; 610.024, RSMo 1993; 610.025, RSMo 2004; 610.026, RSMo 1987, amended 1998, 2004; 610.027, RSMo 1982, amended 1987, 1990, 1998, 2004; 610.028, RSMo 1982, amended 1987, 2004; 610.029, RSMo 1993, amended 1998, 2004, 2014; 610.030, RSMo 1973, amended 1982, 1998; and 660.017, RSMo 1993, amended 1995.*