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**Rules of**  
**Department of Elementary and**  
**Secondary Education**  
**Division 10—Commissioner of Education**  
**Chapter 3—Public Records**

<b>Title</b>	<b>Page</b>
<b>5 CSR 10-3.010</b> Access to Public Records and Fees for Copying of Public Records .....	<b>3</b>



**Title 5—DEPARTMENT OF  
ELEMENTARY AND  
SECONDARY EDUCATION**

**Division 10—Commissioner of Education  
Chapter 3—Public Records**

**5 CSR 10-3.010 Access to 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 Missouri Department of Elementary and Secondary Education and the fees for copying of those public records.*

shall be based on the actual cost of search and duplication, or as otherwise provided by section 610.026, RSMo.

*AUTHORITY: sections 161.092, 610.010–610.020, and 610.022–610.030, RSMo 2016, and section 610.021, RSMo Supp. 2021.\* Original rule filed June 16, 2021, effective Feb. 28, 2022.*

*\*Original authority: 161.092, RSMo 1963, amended 1973, 2002, 2003, 2013, 2014, and 610.010–610.030, RSMo. See Revised Statutes of Missouri 2016 and Supp. 2021.*

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

(A) The “department” shall mean the Missouri Department of Elementary and Secondary Education including any office, division, section, 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 Chief Communications Officer of the department 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 Chief Communications Officer. 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: Chief Communications Officer, Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102; or [recordscustodian@dese.mo.gov](mailto:recordscustodian@dese.mo.gov).

(3) Copies of public records shall be provided by the department and shall be subject to the department’s collection of search, research, copy fees, and shipping charges as set forth in section 610.026, RSMo. Requesters may avoid shipping charges by accepting their records electronically or by picking up their requested documents at Governmental Affairs Office, Missouri Department of Elementary and Secondary Education, 205 Jefferson Street, 6th Floor, Jefferson City, MO 65101. Requesters shall request to pick up their requested records at the time of their initial request.

(4) Fees for duplicating other types of records and other formats including electronic data