



Denny Hoskins, CPA
Missouri Secretary of State

MISSOURI SUNSHINE REQUEST FEE SCHEDULE

1. Staff Time (Research, Retrieval, and Review)

Fees are billed in 15-minute increments based on the type of work rendered:

- Clerical/Basic Research: \$25.00 per hour
- Review/Redaction: \$25.00 per hour
- IT/Technical Specialist: \$40.00 per hour

2. Duplication Costs

Electronic Records:

- Email Delivery: No charge unless records require formatting; then subject to staff time at \$25.00/hour
- USB Drive (provided by agency): Billed at actual cost (typically \$5.00–\$10.00)

Paper Copies:

- Standard (8.5" x 11", black & white): \$0.10 per page
- Other formats (color or large-format): Priced based on actual reproduction cost

3. Postage and Delivery (if applicable)

- Charged at actual cost

4. Certification of Documents (if requested)

- \$1.00 per document or as otherwise authorized by law

While not all Sunshine Law requests will result in fees, **Section 610.026 of the Missouri Revised Statutes (RSMo)** authorizes public governmental bodies to charge for the actual costs associated with fulfilling requests for public records.

When applicable, The Office of the Secretary of State follows the fee schedule outlined above when responding to Sunshine Law requests.

In the event that charges are applicable, you will be informed of any associated costs and the available methods of payment. Full payment must be received prior to the release of any requested documentation.

600 West Main St. Jefferson City, MO 65101
(573) 751-4936 | sos.mo.gov



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