**District Information and Records**

Generally, the District will ensure the public has access to the meetings, records and votes of the Board. In certain situations, and as permitted by law, these meetings, records and votes will be closed to the public.

The District's custodian of records is responsible for responding to requests for District records. Requests for records will be directed to the custodian, whose identity will be made available on request. The Board appoints the following person as custodian of records:

Secretary of the Board
212 West Sixth Street, Dearborn, MO
Phone: 816-450-3511/Fax: 816-992-8727

In addition, the Superintendent will designate an alternate records custodian to serve in the absence of the records custodian.