

KCPERS Policy

Policy #012 – Public Records and Open Meetings

Adopted: May 14, 2002

Section 610.028 (2) RSMo. requires that KCPERS shall provide a reasonable written policy in compliance with Sections 610.010 to 610.030 RSMo. regarding the release of information on any record, meeting or vote. The Pension Systems Manager shall serve as the custodian who is responsible for the maintenance of KCPERS records which are located at the KCPERS office, 1328 Agnes Kansas City, Missouri 64127.

Public Records- KCPERS will provide, upon written request, the following information with regard to benefits administered by KCPERS: Name, Benefit Amount, and Length of Service. All other individually identifiable records of benefit recipients shall be kept confidential unless: 1) The benefit recipient consents in writing to the release of information; 2) The information is requested by the benefit recipient's legal representative; 3) The information requested is pursuant to a subpoena or other legal process as provided by law; or 4) Disclosure is made by KCPERS for a purpose which is compatible with the purpose for which such records were collected.

KCPERS may impose a reasonable charge to cover the cost of furnishing copies of reports, records, and documents upon written request. The charge shall closely approximate the actual cost of locating documents and making copies, not to exceed \$1.00 per page.

Open Meetings- At least 24 hours before a meeting KCPERS will post a notice of the meeting on the front door of the retirement systems office. The same notice will be posted on our website www.kcpers.org. The notice will include: the time, date and place of the meeting, tentative agenda and whether the meeting is open or closed. Notice of a closed meeting will include the reason why such meeting is closed. Whenever it is moved that any meeting or portion of a meeting of the Board be conducted in executive or closed session, such motion and the approval thereof shall include that the record and vote of such executive or closed session also be closed. However any vote taken in executive or closed session and the minutes pertaining to such vote shall be announced and allowed to be public information at such time and under such circumstances as required by Section 610.021 RSMo.