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Office of
Compliance
Issuance

35-2026

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Active Date: 04/10/2026

Effective Date: 04/10/2026

Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Public Access - Records

ATTACHMENTS (*if any*): (N/A)

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
- Title I: Adult
- Title I: Dislocated Worker
- Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

OWD – WIOA Referral Policy

SUMMARY

This policy describes procedures for requesting access to public records from St. Louis County Workforce Development Board (STLCOWDB).

SUBSTANCE

As a public governmental body, STLCOWDB is required to abide by the Missouri Sunshine Law (Open Meetings and Records Law) as outlined in Chapter 610 RSMo. Section 610.028.2 RSMo provides that a public governmental body must establish a written policy regarding the release of information on any meeting, record, or vote.

The Executive Director is appointed custodian of the records of the STLCOWDB, located at 6347 Plymouth Avenue, Saint Louis, MO 63133. As such, the Executive Director shall respond to all requests for access to or copies of a public record within the period provided in 610.023 RSMo except in those circumstances authorized by statute.

The fees to be charged for access to or furnishing copies of records shall be in accordance with 610.026 RSMo: Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body.

It is the public policy of the STLCOWDB that meetings, records, votes, actions, and deliberations shall be open to the public unless otherwise provided by law and only then with proper citation of the statute authorizing such.

STLCOWDB shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

TIMELINE

Immediate and continuous

INQUIRIES

Please direct all questions or comments regarding this Issuance to stlcowd@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.

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