

Ordinance No. 260510

Open Meetings and Records

Finance, Governance and Public Safety Committee
June 30, 2026



What is Changing?

- The Law Department now handles all aspects of records request functions.
 - Oversight of all records requests from initial processing through fulfillment.
 - Oversight of GovQA operations.
 - Legal advisement to City departments.
 - Coordination with City departments to ensure timely and proper fulfillment.
 - Provision of staff training and development of educational materials.
- The Records Commissioner position is now housed in the Law Department.
 - Commissioner also serves as the Paralegal Supervisor for Law's Sunshine Division.

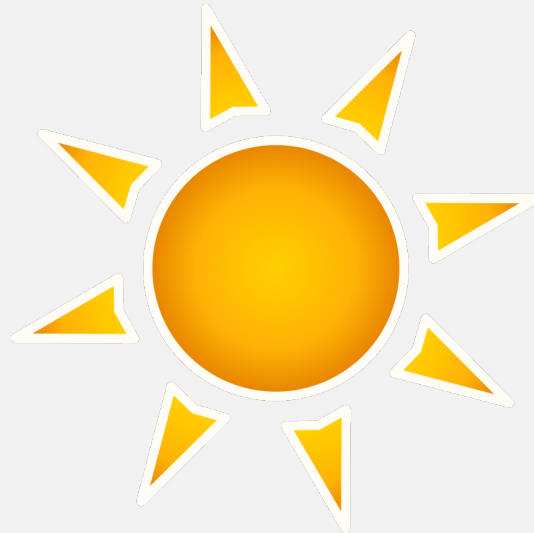
What is changing? (cont.)

- Sunshine Liaisons → Department Custodians of Record
 - Changes come after a study of Missouri municipalities.
 - Each department will have its own Custodian of Record responsible for request handling and oversight on the departmental level.
 - Department custodians largely will have the same duties, but these duties will be codified with more clearly defined expectations.
 - Each director will select their department's custodian and designated backup.

Prior Apportionment of Duties

Communications:

- Intake/Processing
- Request Tracking
 - Fee Payment
- GovQA Operations



Law:

- Legal Review
- Day-to-Day Advisement
- Compliance Training
- Legal Defense

All Departments:

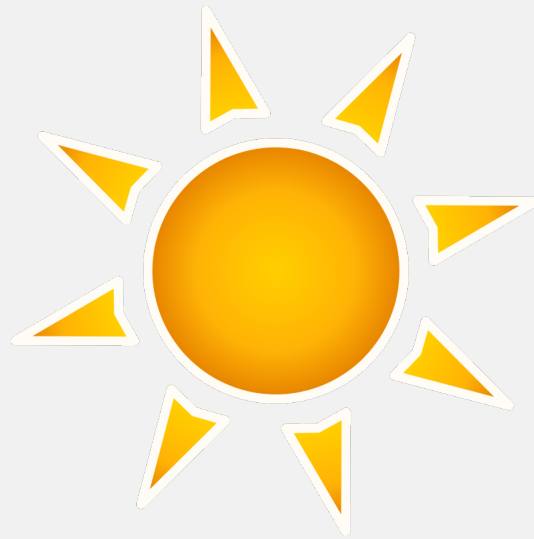
- Routine fulfillment tasks (record research and compilation, requestor communications/updates)



New Apportionment of Duties

Law:

- Intake/Processing
- Request Tracking
 - Fee Payment
- GovQA Operations
 - Legal Review
- Day-to-Day Advisement
- Compliance Training
 - Legal Defense



All Departments:

- Routine fulfillment tasks (record research and compilation, requestor communications/updates)

Result:

A cohesive system that is compliance-focused and more efficient for both the City and the public.

Sunshine Law Organizational Structure

Law Department

Sunshine Law Attorney

Paralegal Supervisor/Records Commissioner

Paralegal

Paralegal

All Departments

Director

Custodian of Records

Custodian Alternate

What is *not* changing? (cont.)

- Departments' day-to-day fulfillment duties
 - Custodians will continue compiling and uploading records, handling routine communications with requestors, and generally tracking the progress of their department's requests.
- Legal review
 - The Law Department will continue providing general legal advisement on Sunshine Law matters and conducting legal review of all electronic communications and other records as requested by departments.
- GovQA portal
 - The GovQA portal remains the City's online platform for receiving and processing records requests.
 - Last month, the City implemented online payment for records request fees.
 - Requestors now receive an invoice that can be paid online.

Questions?

All administrative questions regarding records requests should be directed to Mikayla Mohrmann at Mikayla.Mohrmann@kcmo.org.

For questions related to legal advisement for records requests, please contact Tara Moreland at Tara.Moreland@kcmo.org.