

**OPEN RECORDS / SUNSHINE LAW**

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The Community Mental Health Fund (CMHF) is a public governmental body under Missouri law. The CMHF actively promotes access to and transparency of meetings and records in adherence to the Missouri Open Records (Sunshine Law, RSMo 610.011).

Per CMHF Bylaws the Secretary will prepare the minutes of all meetings of the Board of Trustees, will be the custodian of all corporate records, and will perform, under the direction and subject to the control of the Chairperson, such other powers and duties as may be assigned to the Secretary. CMHF meetings, records, votes, actions, and deliberations are open to the public unless otherwise provided by law.

Meetings shall be open to the public with public notification using forms and procedures provided by the Missouri Attorney General's Sunshine Law Handbook. In compliance with the Sunshine Law, notifications shall be posted on the Public Notice areas of the CMHF office and website. Meeting minutes of the Board of Trustees contain records of votes, deliberations, and results of committee recommendations to the Board of Trustees. Once approved, minutes shall be posted on the Public Information section of the CMHF website. Minutes shall remain posted on the CMHF website for at least 7 years.

To promote public access to CMHF financial information, current audit reports shall be posted in the Public Information section of the CMHF website. All CMHF information maintained by staff and trustees, including but not limited to, project information, contracts, budgets, and electronic communication, are subject to public access under the Sunshine Law.

Exceptions to this policy are very limited and are described further in Policies 235 and 236. These include attorney-client consultation, identifiable health information, other data protected by the Health Insurance Privacy and Portability Act (HIPPA), Automated Clearing House (ACH wire transfer) information, banking information, and security information.