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August 24, 2017

Russel Neiss
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RE: Sunshine Request – Visitor Logs.

Dear Mr. Neiss:

Thank you for your follow-up inquiry. Our Office does not create visitor logs, and no provision of Missouri law requires the creation of such records. The Secretary's record-retention schedules do not mandate the creation of visitor logs. Instead, the record-retention schedules—and Chapter 109 of the Missouri Revised Statutes, which the record-retention schedules implement—prescribe the procedures for retaining certain categories of records if a state agency creates or receives such records. Thus, if the AGO were to create visitor logs, then the record-retention schedule would require us to retain those visitor logs for one year after the end of the fiscal year. However, because we do not create such records, we have no retention obligation under the record-retention schedule or under Chapter 109.

Sincerely,

A handwritten signature in blue ink, reading "Daniel C. Hartman".

DANIEL C. HARTMAN
Special Counsel

DCH/mw