

MISSOURI
SUNSHINE

— TOOLKIT & PORTAL —

THE EASIER WAY TO SUNSHINE.

OPEN RECORDS.
OPEN GOVERNMENT.
STRONGER MISSOURI.





PROJECT TEAM



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DEPARTMENT OF
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Wendy Kempker-West

Director of Operations
and Chief Clerk

OFFICE OF MISSOURI
SECRETARY OF STATE

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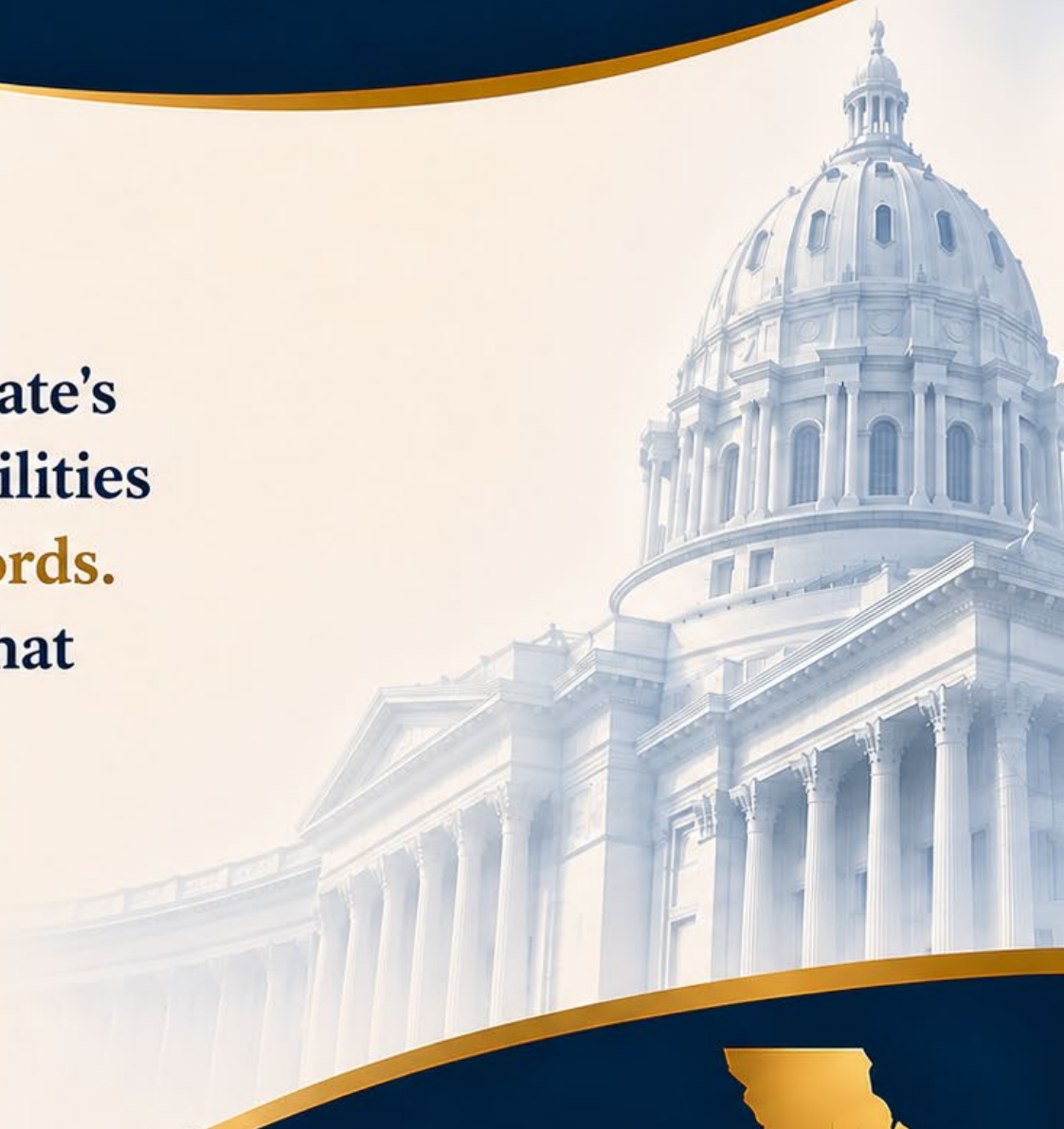
“



When I interviewed for the Secretary of State's Office, I was told that one of my responsibilities would be serving as the **Custodian of Records**. Honestly, I thought, 'Okay... just another hat I'll wear.'

Then I started. ”

— Wendy Kempker-West



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Missouri agencies are experiencing an increase in Sunshine Law requests while operating under fragmented procedures. A **standardized toolkit and portal** would improve efficiency, transparency, and compliance.

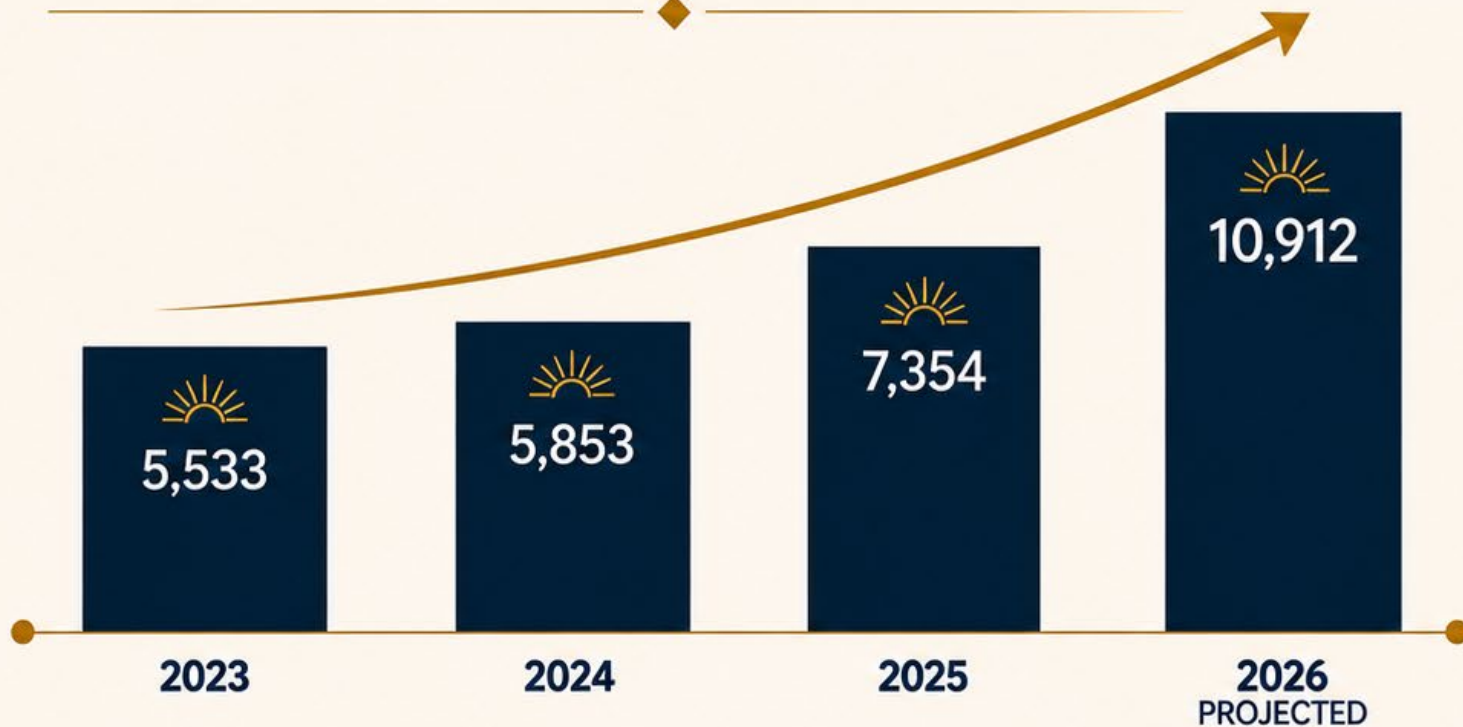


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SUNSHINE REQUEST TRENDS



*Reported by participating agencies.



97%

Increase*

in total requests
from 2023 to
Projected 2026



The Attorney General's
Office reported an
increase in complaints.

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CURRENT CHALLENGES



INCONSISTENT PROCESSES



LIMITED TRAINING & KNOWLEDGE SHARING



INEFFICIENT REQUEST MANAGEMENT



COMPLIANCE RISKS



LACK OF ABILITY TO TRACK DATA



PUBLIC FRUSTRATION

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MLA CAPSTONE RECOMMENDATION



PHASE I
Create a Toolkit



PHASE II
Create a Portal

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MISSOURI SUNSHINE TOOLKIT

THE EASIER WAY TO SUNSHINE.

[HOME](#)[RESPONSE TEMPLATES](#)[TRAINING RESOURCES](#)[REDACTION GUIDANCE](#)[CUSTODIAN DIRECTORY](#)[Q&A LIBRARY](#)

RESPONSE TEMPLATES

Standardized template language to promote consistency, transparency, and timely responses.

All Templates >

Acknowledgement >

Clarification >

Fees & Costs >

Extensions >

Production >

Denials >

Other >



DOWNLOAD ALL TEMPLATES
(WORD FORMAT)



Response Templates

Use these customizable templates to respond to Sunshine Law requests. Adapt to your agency's needs while maintaining compliance with Chapter 610, RSMo.

[All Templates](#)[Acknowledgement](#)[Clarification](#)[Fees & Costs](#)[Extensions](#)[Production](#)[Denials](#)[Other](#)

Acknowledgement of Request

Use to acknowledge receipt of a Sunshine Law request.

[VIEW TEMPLATE >](#)

Clarification Request

Use when additional information is needed to process the request.

[VIEW TEMPLATE >](#)

Fee Estimate

Use to provide an estimated cost before incurring substantial costs for search or duplication.

[VIEW TEMPLATE >](#)

Additional Time Notice

Use when more time is needed to respond to the request.

[VIEW TEMPLATE >](#)

Partial Production

Use when providing a portion of responsive records.

[VIEW TEMPLATE >](#)

No Responsive Records

Use when no records responsive to the request are found.

[VIEW TEMPLATE >](#)

Records Closed in Whole or in Part

Use when records are exempt or otherwise closed by law.

[VIEW TEMPLATE >](#)

Final Production Letter

Use with final release of responsive records.

[VIEW TEMPLATE >](#)

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SUNSHINE REQUESTS PORTAL

A MODERN, CENTRALIZED EXPERIENCE FOR A CLEARER PROCESS.



Dashboard

Requests

Create New Request

Reports

Resources

Redaction

System User



REQUEST DETAILS

SUN0000458 Open

	Request Date	August 25, 2026 1:00 PM
	Requester Type	Email
	Assigned Division	Business Services
	Substatus	Request Extended
	Arrival Type	Email
	Distribution Type	Email
	Custom Temporary Status	Extended 9/2/26

REQUEST CONTENT

Hello,

I am requesting access to records related to the following:

- Agency policies and procedures
- Communications sent during the month of July 2026
- Any related documents or attachments

Please provide the records in electronic format if available.

Thank you.

SUNSHINE REQUESTS

Select a Sunshine Request to review details.

Search requests...



Create New Request

Open Only

Request Number	Status	Substatuses	Assigned Divisions	Requester Name	Request Created	Most Recent Note
SUN0000467	Open		Finance	Alex Johnson	8/28/2026 2:35 PM (3 days ago)	8/31/2026 7:52 AM Status updated (2 hours ago)
SUN0000466	Open		Human Resources	Taylor Smith	8/28/2026 2:26 PM (3 days ago)	8/28/2026 2:26 PM Document added (3 days ago)
SUN0000465	Open	Assigned for Review	General Services	Jordan Lee	8/28/2026 8:57 AM (4 days ago)	8/28/2026 10:28 AM Note added (3 days ago)
SUN0000464	Open	Assigned for Review	Information Technology	Morgan Davis	8/27/2026 4:43 PM (4 days ago)	8/27/2026 4:47 PM Status updated (4 days ago)
SUN0000462	Open	Assigned for Review	Business Services	Casey Brown	8/27/2026 8:50 AM (5 days ago)	8/27/2026 3:16 PM Document added (4 days ago)
SUN0000458	Open	Request Extended	Business Services	Riley Wilson	8/25/2026 1:00 PM (6 days ago)	8/31/2026 8:00 AM Status updated (1 hour ago)
SUN0000452	Open	Pending Payment	Facilities Management	Jamie Taylor	8/24/2026 8:18 AM (6 days ago)	8/24/2026 10:27 AM Note added (7 days ago)
SUN0000451	Open	Pending Payment	Business Services	Drew Martin	8/21/2026 10:29 AM (10 days ago)	8/24/2026 9:00 AM Status updated (8 days ago)

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Internal Benefits of a Single Portal System



**STANDARDIZED
PROCEDURES**



**REDUCED
COSTS**



**CENTRALIZED
RESOURCES**



**BETTER DATA &
TRANSPARENCY**

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External Benefits of a Single Portal System



ONE-STOP-SHOP FOR THE PUBLIC



**CLEAR AND CONSISTENT
GUIDANCE TO REQUESTORS**



**INCREASE ACCESSIBILITY &
EASE OF SUBMITTING REQUESTS**

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Bringing G.R.E.A.T. to Sunshine



Government

One shared framework.



Responsibility

Understanding our obligations.



Efficiency

Less duplication.



Accountability

Documented, transparent processes.



Transformation

Moving from fragmented agency practices toward collaboration.



A Toolkit Today
A Portal Tomorrow
A Foundation For The Future.



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