
**Rules of
Department of Labor and Industrial
Relations
Division 10—Division of Employment Security
Chapter 2—Administration**

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**Title 8—DEPARTMENT OF
LABOR AND
INDUSTRIAL RELATIONS**

**Division 10—Division of
Employment Security
Chapter 2—Administration**

8 CSR 10-2.010 Maintenance and Disposal of Records
(Rescinded July 11, 1980)

8 CSR 10-2.020 Charges for Copies of Records, Reports, Decisions, Transcripts or Other Papers or Documents

PURPOSE: This rule establishes the method by which the director establishes the rate of charge for furnishing copies of documents to persons entitled to those records. This rule implements section 288.360.3., RSMo.

(1) Copies of any records, reports, decisions, transcripts or other papers or documents from the division's files may be furnished to any person entitled to inspect those records upon the payment to the division of the charges established by the director. These charges are established in January of each year. A pamphlet listing the charges and the required payment procedure is made available by the division to all interested persons.

(2) Exceptions to the provisions of section (1) of this rule—

(A) No charge shall be made for any material furnished to any state or federal governmental agency which administers any unemployment compensation system or any program related to an unemployment compensation system, except in those cases where that agency has funds available for payment of those charges and a contract or agreement has been signed by both agencies;

(B) In any proceeding pending before an appeals tribunal, claimants or their attorneys, upon request in writing to the appeals tribunal, shall be supplied with information from the division's records without charge to the extent necessary for the proper preparation and presentation of any claim for unemployment or any appeal; or

(C) Any entity required to be charged for documents who is without funds to pay for the same, upon application to and approval by the director, may be furnished with the necessary documents without charge.

(3) Checks or drafts covering payment of charges shall be made payable to the Division of Employment Security and on receipt shall

be deposited in the Unemployment Compensation Administration Fund.

Auth: sections 288.220.5. and 288.360.3., RSMo (1986). This rule was previously known as regulation no. 19. Original rule filed Sept. 30, 1946, effective Oct. 10, 1946. Amended: Filed June 20, 1951, effective July 1, 1951. Amended: Filed Nov. 9, 1954, effective Nov. 19, 1954. Amended: Filed March 11, 1974, effective March 21, 1974. Amended: Filed Nov. 21, 1975, effective Dec. 1, 1975. Amended: Filed July 30, 1991, effective Dec. 9, 1991.*

**Original authority: 288.220, RSMo (1951), amended 1955, 1961, 1963, 1967, 1971 and 288.360, RSMo (1951), amended 1965, 1974.*

Obtaining Information from Division of Employment Security Records



Missouri Department of Labor and Industrial Relations
DIVISION OF EMPLOYMENT SECURITY

and Analysis Section". "Appeals Section" should be added to all requests concerning matters pending before an Appeals Tribunal.

Payment

Checks should be made payable to the "Division of Employment Security". If you request the copies in person and pay with cash, you will be issued a receipt.

When copies are requested by mail, payment should be made by check or money order only. The chart shown previously can be used to estimate the payment due. You will receive a billing for any additional amount due. Payments in response to a billing should be returned to the attention of the Financial Management Section — Fund Accounts Unit at the address shown previously in this pamphlet.

Authority

The fee schedules in this pamphlet are updated in January of each year as authorized by Regulation 8 CSR 10-2.020. This regulation implements Sections 288.220.5 and 288.360.3 of the Revised Statutes of Missouri (1986).

Confidential information will only be furnished in accordance with the provisions of Section 288.250 RSMo (1986). Copies of public records will be furnished as authorized by Section 610.023 RSMo (Supp. 1987).

Fees shown are based upon the estimated cost for furnishing such copies. Information is provided by the Division as a service to the public only with no provisions for profit to the Division or to the State of Missouri.

All money received by the Division will be deposited in the Unemployment Compensation Administration Fund.

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Adm. Op.

Who Can Obtain Information

Any claimant can obtain information from the Division's records to the extent necessary to properly prepare a claim for unemployment compensation benefits.

Any employer can obtain information to the extent necessary to properly protest employer liability.

Any claimant, employer or an authorized representative of a claimant or employer who makes a written request, can obtain information necessary to properly prepare for any proceedings before an Appeals Tribunal.

Public employees can obtain information from Division records when authorized in connection with the performance of their public duties.

Anyone can obtain general statistical information or copies of public records from the Division.

How Information Can Be Obtained

An employer, applicant or claimant can obtain any information authorized to be released by requesting it in person at any Division office or by writing to the Division.

A representative of an employer, applicant or claimant (who presents written authorization from his or her client to do so) can also obtain authorized information in this manner. All requests must state specifically the information requested and the purpose for which the information will be used.

Public agencies wishing to obtain information should contact the Division for specific requirements. A contract may be required in this situation.

The address for obtaining information is:

Division of Employment Security
P.O. Box 59

Jefferson City, MO 65104-0059

A more specific first line added to this address will speed processing. Requests for confidential information and public records should be addressed to the "Confidential Information Coordinator". Requests for statistical information should be addressed with the added first line of "Research-



- This pamphlet will serve as a general guide to:
- The types of records maintained by the Division;
 - Information which can be released;
 - The charges for furnishing information;
 - Who can obtain information;
 - How information can be obtained;
 - Payment procedure.

Records Maintained

- The Division receives six main types of information:
- **Employee Wage Information** — This is obtained from employers and includes identities of employees and wages paid.
 - **Employer Information** — This is obtained from employers and includes the employer's name and address, number of employees or size code, account number, industry code (SIC) and county code.
 - **Applicant Information** — This is obtained from applicants seeking job search assistance and includes information which will aid in finding a job or training opportunities for the applicant.
 - **Claimant Information** — This is obtained from persons filing claims for unemployment benefits and includes information regarding their eligibility and their job seeking efforts.
 - **Labor Statistics** — This information is obtained from all four sources above in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics.
 - **Public Records** — This is any record retained by the Division prepared and presented to the Division by a consultant or other professional service paid for in whole or in part by public funds.

Information Available

The majority of the Division's records are confidential. Information obtained from an individual employer, applicant or claimant is confidential and cannot be published or be open

to public inspection.

Statistical information which does not identify a specific employer, applicant or claimant and information determined to be a public record is available.

Charges

The Division publishes statistical information in various formats. Most of this information is available without charge. Contact the Research and Analysis Section at the address shown later in this pamphlet for more information.

Claimants who require copies of Division

records necessary to prepare an appeal may be furnished the necessary documents without cost until such time as their cases have been resolved by a decision or order which has become final. Applicants will be furnished, without charge, copies of all documents they have signed.

In certain situations authorized by state statutes and regulations, certain federal and state agencies will be furnished information without charge.

The Division will review each request for information on its own merit and will decide whether or not payment is due.

Two fee charts follow — Data Processing and Non-Data Processing.

Data Processing Schedule

Basic Charge Items	Rates			Per Thousand
	Second	Hour	Month	
Analysis and Programming (Applications)		\$ 25.65		
Data Entry Services		13.62		
Print Lines				\$1,0570
Batch (Central Processing Unit)	\$0.1528	550.13		
CICS (Central Processing Unit)	0.5168	1,860.48		
Batch Disc Input/Output				0.0906
CICS Disc Input/Output				0.1455
Tape Input/Output				0.1065
Line Port Charge			\$1,386.27	
Minimum Monthly Charge for All Services				\$65.00

Non-Data Processing Schedule

Item	Fee
Paper Copy	\$2.00 first page of a document — 50¢ each additional page
Recording Tape	\$5.00 first cassette — \$2.00 each additional cassette
Certificate Authenticating Copy	\$2.00 each certificate

**8 CSR 10-2.030 Administrative Orders of the Director to Cover Emergency Situations**

PURPOSE: This rule allows the director of the division, under special emergency circumstances, to temporarily substitute requirements of the division's rules by administrative order in order to conserve the rights of claimants, employers or employing units. This rule implements section 288.220, RSMo.

(1) When claimants for benefits, employers or employing units have been prevented from meeting any of the requirements of the division's rules by reason of an emergency, the director by administrative order temporarily may substitute for any of the requirements of the rules other requirements as are reasonable and proper under special emergency circumstances to conserve the rights of the claimants, employers or employing units.

*Auth: section 288.220, RSMo (1986).**
This rule was previously known as regulation no. 22. Original rule filed July 19, 1951, effective July 29, 1951. Amended: Filed Nov. 9, 1954, effective Nov. 19, 1954. Amended: Filed March 3, 1969, effective March 13, 1969. Amended: Filed Nov. 21, 1975, effective Dec. 1, 1975.

**Original authority 1951, amended 1955, 1961, 1963, 1967, 1971.*

Keitel v. Harris 353 Mo. 1043, 186 SW2d 31 (1945). The Unemployment Compensation Commission (now Division of Employment Security) has been classified as a subordinate branch of the executive department. It is not a court in a constitutional sense. Under the constitution, a purely administrative body, or even a quasijudicial body, cannot be a court.

8 CSR 10-2.040 Facsimile Transmitted Legal Filings
(Rescinded June 7, 1993)