

Information Systems (IS) Schedule

Basic Charge Items

Programming/Analysis (hour)	\$.39.40	per hour
CICS Transactions*	\$.00.00090	per transaction
COOL: Gen CPU*	\$.00.01720	per 1000 service units
CPU*	\$.00.01485	per 1000 service units
Data Storage Mgmt*	\$.00.02539	per day GB
DB2 CPU*	\$.00.00294	per 1000 service units
Disk Storage*	\$.00.23872	per day GB
Laser Duplex Print*	\$.00.02699	per printed foot
Laser Print*	\$.00.03374	per printed foot
Lines (Impact)*	\$.00.40249	per 1000 lines
Minimum Monthly Charge for All IS Services	\$.66.55	

Schedule for Non-Public Information

Item	Fee
Paper Copy	\$8.00 first page (includes minimum research fee; 25¢ each additional page (items involving additional research will be billed at \$7.70 for each additional quarter-hour)
Certificate Authenticating (notarizing) Copy	\$7.50 each certificate
Production/Processing Fee	\$31.00 per hour
Account Research and Recovery (if applicable)	\$106.00 minimum (additional charges may apply)
Contract Preparation/Execution (if applicable)	\$330.00 minimum (additional charges may apply)
Copy of Appeals Tape	\$5.00

Payment

When copies are requested, payment should be made by check or money order only and made payable to the "Division of Employment Security". 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 Confidential Information Coordinator, Missouri Department of Labor and Industrial Relations, P.O. Box 3100, Jefferson City, MO 65102-3100.

Authority

The fee schedules in this pamphlet are published 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.

Confidential information will only be furnished in accordance with the provisions of Section 288.250 RSMo and 20 CFR Part 603.

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

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

**Obtaining
Confidential
Information
from
Division of
Employment
Security
Records**



Missouri Department of Labor and Industrial Relations
DIVISION OF EMPLOYMENT SECURITY

This pamphlet will serve as a general guide to:

- The types of records maintained;
- Information which can be released;
- The charges for furnishing information;
- Who can obtain information;
- How information can be obtained; and
- Payment procedure.

Records Maintained

The Division receives four main types of information:

- Confidential Employee Wage Information – This is obtained from employers and includes identities of employees and wages paid.
- Confidential 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 and county code.
- Confidential Claimant Information – This is obtained from persons filing claims for unemployment benefits and includes information regarding their eligibility.
- Public Records – This is any nonconfidential record retained by the Division, or 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 in accordance with 288.250 RSMo and 20 CFR Part 603 published by the United States Department of Labor. Information obtained from an individual employer or claimant is confidential and cannot be published or opened to public inspection, unless specifically approved by the Division in accordance with 288.050 and 20 CFR Part 603. Such information will be provided at the convenience of the Division with all costs paid by the requesting party.

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

Who Can Obtain Information

Any claimant can obtain information at no cost from the Division's records to the extent necessary to properly prepare a claim for unemployment compensation benefits.

Any employer can obtain information at no cost to the extent necessary to properly protest a claim for benefits or employer liability.

Any claimant, claimant's representative, employer, other interested party or their attorney who makes a written request, can obtain information at no cost necessary to properly prepare for any proceedings before an Appeals Tribunal.

Public officials may obtain information from Division records when authorized in connection with the performance of their public duties. There will normally be a cost for such requests to be determined by the Division and paid by the requesting party.

Anyone can obtain general statistical information or copies of public records for a fee.

How Information Can Be Obtained

Employers and claimants can obtain any information authorized to be released to them by writing to the Division at the address below.

If the matter is pending before an Appeals Tribunal, the information can be obtained by writing to the Appeals Section at the address below, or the address shown on the notice of hearing. There is generally no cost for obtaining this information. A claimant's representative must also submit a signed statement by the claimant acknowledging appointment of the representative.

If the information sought is to be sent to someone other than the claimant or the employer and the information is not necessary to pursue a claim for unemployment benefits or protest employer liability, the request must be submitted on the Division's records release forms. There is generally a cost, determined by the Division, for obtaining this information. If the request concerns claimant information the request must be on Form MODES-4384, Claimant Records Release Authorization.

If the request concerns employer information the request must be on Form MODES-4385, Employer Records Release Authorization. These forms are available on the Division's Internet home page at: <http://www.dolir.state.mo.us/es/index.htm>.

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

The address for obtaining information is:

Missouri Department of Labor
and Industrial Relations
Division of Employment Security
P.O. Box 3100
Jefferson City, MO 65102-3100

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

Charges

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.

Certain federal and state agencies will be furnished information without charge as authorized by statutes and regulations.

Each request for information will be reviewed on its own merit. It will then be decided whether or not payment is due.

A research fee will be charged when time is spent gathering information and/or when purged records must be recreated by data processing.

Two fee charts follow – one for work by Information Systems and one for paper copies and tapes.