



RECORD REQUEST INFORMATION (To be completed by Requestor – Please Print)

Full Name: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

Record Requested (please be specific): _____

Request Type (please circle)

Inspection Only

Duplication

(Most records will be provided within three (3) full business days from the date of request)

I hereby declare that I do not intend to, and will not:

- (a) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed;
- (b) Sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person who resides at any address listed.

Requestor Signature

Date

RECORD FEES (To be completed by Record Custodian)

The Kansas Open Records Act authorized public agencies to charge reasonable fees (which may be requested in advance) for providing access to or furnishing copies of public records.

Records Fees:

Staff Research Fee -per hour per employee, subject to minimum fee: \$25.00 (10 minutes or less, free)

Minimum Fee: \$25.00

Copy Costs, per page: \$.25

Outside reproduction of records: Actual cost

Minimum fee estimate for which prepayment is required \$50.00

Duplication: _____ Total Pages X \$.25 per page = \$ _____

Other (may include postage, data processing, etc.) at actual cost = \$ _____

TOTAL FEE DUE = \$ _____

YOUR COPY OF THIS FORM SHALL SERVE AS YOUR RECEIPT

RESULT OF RECORD REQUEST (To be completed by Record Custodian)

Was the Request Fulfilled?: **YES / NO** If "YES", the date provided: _____

If "NO", reason for not providing request (please check):

___ Request not in record form

___ Record does not exist

___ Request not specific enough

___ Record is closed per K.S.A. 45-221

___ Record restricted by Federal law, State statute, or Kansas Supreme Court decision

___ Other (please specify)

Signature

Date