

OPEN RECORDS REQUEST

The section below is to be completed by the person making the request.

Date: _____

Name: _____

Address: _____

Daytime Phone: _____ Email: _____

I certify that I do not intend to, and will not:

1. Use any list of names or addresses contained in or derived from the records or information requested 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;
2. 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 listed or to any person who resides at any address listed. See K.S.A. 21-3914

Signature: _____

MUST PRESENT PHOTO ID WITH SIGNATURE

Record Sought: Please provide as specific a description as possible of the records you desire to inspect or for which you request a copy. Include record titles and dates as well as the name of the court which holds the record.

Description of Record	Case Number If Applicable	Date(s) of Incident	# of Copies Desired

Charges: A charge for providing access to public records is authorized by state law and has been established by the Kansas Supreme Court. Charges are set to compensate for the actual costs in honoring your request. The fee schedule established for this municipality is posted in the office of the City Administrator/City Clerk. The charge for access to and/or copies of the record(s) you have requested is estimated to be \$_____.

PREPAYMENT OF THE ABOVE AMOUNT IS REQUIRED

This section is to be completed by the records custodian.

Time of request:

Date	Time	Person receiving request
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Records Provided or Denied:

Date	Time	Person providing record or denial
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Staff time involved: _____ hours, _____ minutes, for a charge of \$_____.

Charge for copies made: \$_____

Total Charges: \$_____

Estimated payment received: \$_____

Amount remaining due: \$_____

(or)

Amount refunded: \$_____

Total: \$_____

Records Custodian