



**REQUEST FOR RECORD COPY (OPEN RECORDS)**

*(To be completed by the requestor)*

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*I, the undersigned, hereby certify that neither I nor any person for whom I may be acting as agent intends to and will not use any names or addresses contained in or derived from the records to sell or offer for sale any property or service to the persons or residents of the addresses listed, and will not sell, give or receive any list of names or addresses to be used for unlawful commercial purposes [See K.S.A. 45-220(c)(2)(A)(B) and K.S.A. 45-230]*  
**I understand and acknowledge that a violation of this law is a fine of \$500 for each violation.**

**APPLICANT'S NAME:** \_\_\_\_\_

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COPIES SOUGHT:** Please provide as specific a description as possible of the records(s) you desire to inspect. Include record titles and dates, as well as the names of city agencies or departments which produced or hold the record(s):

**RECORD TITLE/DATE & NUMBER OF COPIES DESIRED**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**COPYING FEE**

- A) A fee of \$.25 per page shall be charged for photocopying of public records, such fee to cover the cost of labor, materials and equipment for copying said records. The \$12 per hour per employee for research time is contingent upon personnel being available for record research.
- B) In the event any public record cannot be reproduced by the City's photocopying equipment, the requestor shall be charged the actual cost to the city, in addition to staff time, to reproduce such records.

**PREPAYMENT FEE**

- A) The record custodian may require prepayment of the fees established by this resolution whenever he or she believes this to be in the best interest of the city. Prepayment shall be an estimate of the inspection and/or copying charges accrued in providing the record request. Any overage or underage in the prepayment shall be settled prior to inspection of the requested copies or delivery of the requested copies.
- B) Prepayment of inspection/copying of fees shall be required whenever, in the best interest of the record custodian, such fees are estimated to exceed \$50.
- C) When prepayment is required by the record custodian, no records shall be made available to the requestor until prepayment has been made.

**REQUEST FOR RECORD COPY CHARGES** *(To be completed by Record Custodian)*

**Requested Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **AM/PM**

**Available Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **AM/PM**

\_\_\_\_\_  
**Records Custodian**