

**KANSAS PUBLIC RECORDS ACT**  
**REQUEST FOR PRODUCTION OF PUBLIC RECORDS**

It is declared to be the public policy of the State of Kansas that public records shall be open for inspection by any person unless specifically closed by the Kansas Public Records Act. Public record means any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency but does not include records which are made, maintained or kept by an individual who is a member of the governing body.

No person shall remove original copies of public records from the office of any public agency without the written permission of the custodian of the record.

I further understand that my request for access to open records shall be acted upon as soon as possible, but not later than the end of the third business day following the date that my request is received. If access to the requested record is not granted immediately, the custodian shall give a detailed explanation of the cause of the delay and the place and earliest time and date that the requested record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for the denial. Such statement shall site the specific provision of law under which access is denied and shall be furnished to me not later than the end of the third business day following the date that the request for the statement is received.

Pursuant to the Kansas Public Records Act I hereby request access to or copies of the following records:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

I understand that there may be a reasonable fee required which shall not exceed the actual cost of furnishing copies at \_\_\_\_\_ cents per page plus the cost of staff time required to make the requested information or record available at the rate of \_\_\_\_\_ per hour.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Date: \_\_\_\_\_

Custodian: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Estimated Cost: \_\_\_\_\_  
Advance Fee: \_\_\_\_\_  
Actual Cost: \_\_\_\_\_  
Balance Due: \_\_\_\_\_