

REQUEST FOR RECORD INSPECTION

CITY OF _____

(To Be Completed by Requester)

NAME: _____ (Printed)
ADDRESS: _____ (Street)

SIGNATURE: _____ (City ,State)

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

- 1. _____
- 2. _____

(To Be Completed by Records Custodian)

Charges: A charge for providing access of public records is authorized by state law and has been established by the city governing body. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request. The fee schedule established by the city is posted in this office.

The charge to you for accessing the record(s) you request is: \$ _____

Prepayment of the above amount _____ is required _____ is not required.

Time of Request: Date _____ **Access Provided:** Date _____
Time ____:____ am/pm Time: ____:____ am/ pm

Staff Time Involved: _____ Hours _____ Minutes

Total Charges: \$ _____
Prepaid \$ _____
Paid \$ _____
Billed \$ _____

Records Custodian

Your copy of this form is your receipt.

RECORD INSPECTION REQUEST DENIAL

CITY OF _____

TO: _____ (Name of Requester)

_____ (Address)

Your request, dated _____, 20____ for inspection of the following records has been denied:

1. _____

2. _____

3. _____

(Title or Description of Record Requested)

The undersigned records custodian has determined that:

The record requested, as described above, is not a record which is made, maintained, kept by or in the possession of:

the City of _____

this office, but may be obtainable at _____.

The record requested is not required to be disclosed under the Kansas Open Records Acts (KORA) _____ (cite section of Act relied upon).

Access to the record requested is restricted under federal or state law _____ (cite law relied upon).

It is your right to challenge this denial by means of a legal action brought in _____ District Court.

Records Custodian