# What Records Are Available?

Most records maintained by public entities are open for inspection and/or copying by individuals. Commonly requested records include:

- Ordinances
- Resolutions
- Minutes from open meetings
- Salaries of public officials
- Budgets

# Exceptions

The Kansas Open Records Act recognizes that some records contain information that is private in nature. For this reason, the Act lists a number of exceptions. Records that are closed for this reason may include:

- Personnel information of public employees;
- Medical treatment records;
- Records which are protected by the attorney -client privilege or the rules of evidence;
- Records containing personal information compiled for Census purposes;
- Notes and preliminary drafts;
- Criminal investigation records; and
- Several other specific records.

For a complete listing of exemptions, see K.S.A. 45-221.

# Why Would My Request Be Denied?

Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. There are a number of reasons that a request may be denied:

- The specific record that was requested does not exist;
- The request was unclear and should be resubmitted with more detail;
- The record that was requested is closed to protect an important privacy interest (see the list of exceptions to the Kansas Open Records Act at K.S.A. 45-221).

# **Questions?**

Contact your local Freedom of Information Officer if you have any questions concerning:

What records are open and available;

How to obtain a record;

Any dispute relating to open records;

 $\checkmark$  The cost of an open record; or

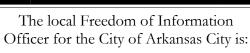


Any other question relating to open records

City of Arkansas City

# OPEN PUBLIC Records

It is the policy of the City of Arkansas City that unless prohibited by law, all public records shall be open for inspection by any citizen.



Tiffany Parsons, City Clerk 620-441-4412 tparsons@arkansascityks.gov

Revised March 2023



118 W. Central, PO Box 778 Arkansas City, KS 67005

#### **REQUEST FOR RECORD COPY**

ity of Arkansas	City,	Kansas
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	City of Arkansas City, Kansas	
To be completed by requester		
Name:		
Address:		
Phone:	E-Mail:	
	vide as specific a description as possible of the re e record titles and dates and number of copies de	
Record Title-Date		No. of Copies
1		
CHARGES: A charge for provid	ding copies of public records is authorized by sta actual costs incurred in honoring your request. Th	te law and has been
Records Act provides: "Except give or receive, for the purpose	ereby acknowledge that I am aware that Section I to the extent otherwise authorized by law, no per of selling or offering for sale any property or ser contained in and derived from public records."	rson shall knowingly sell,

SIGNATURE:

	To be Comple.	ted by Record Custodian		
Time of Request :	Date:	Time:		
Time Access Provided:	Date:	Time:		
Search Cost/Hourly Rate (r	ninimum 15 minutes)			
Attorney Review Cost:				
Staff \$4.00 each 15 min	nute increment	minutes =		
Administrative/Compu	uter Staff \$6.00 each 15 min	nute increment	minutes	=
Copies .25 per page	pages =	Postage \$ _		
The Charge to you for copy	v(ies) of the record(s): \$		Prepaid	Paid
Completed by:		Date:	Ti	me:

## How to Request a Record

#### Step 1

Check with the records custodian or local Freedom of Information Officer to determine whether the information that you need is available. Please remember to be courteous and specific when requesting information so that the custodian will be able to serve you better.

## Step 2

You may be asked to submit your request for information in writing. The records custodian has a prepared form for this purpose. Make sure your request is as specific as possible so that your request may be filled quickly and completely. The records custodian may ask detailed questions in order to fulfill your request accurately.

## Step 3

Most records will be produced within three business days from the time the request is received. If the request is denied, you will receive a written explanation for the delay or denial.

### Step 4

If you have any questions about your request, contact your local Freedom of Information Officer.

## Fees

The fees for inspection and copies of public records are on file in the City Clerks office.

The fees for record copies are due at the time copies are provided to the requester. If the estimated cost would exceed \$10.00, the City may request prepayment.