

## 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?

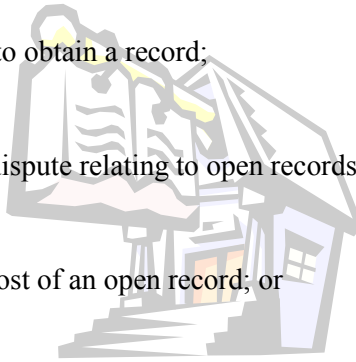
Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. There are a number of reasons that a request may be denied:

- The specific record that was requested does not exist;
- The request was unclear and should be re-submitted 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

## 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;
- 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.*



Please return to the  
**Arkansas City Police  
Department**  
620-441-6601  
[acpd@arkcity.org](mailto:acpd@arkcity.org)

117 W. Central Avenue  
Arkansas City, KS 67005

## 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.

## REQUEST FOR RECORD COPY

City of Arkansas City, Kansas

To be completed by requester

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_ E-Mail: \_\_\_\_\_

COPIES SOUGHT: Please provide as specific a description as possible of the record(s) you desire to \_\_\_\_\_ inspect/ \_\_\_\_\_ copy. Include record titles and dates and number of copies desired:

Record Title-Date	No. of Copies
1. _____	_____
2. _____	_____
3. _____	_____

CHARGES: A charge for providing copies of public records is authorized by state law and has been established by the City for the actual costs incurred in honoring your request. The fee schedule established by the City is posted in this office.

ACKNOWLEDGEMENT: I hereby acknowledge that I am aware that Section II of the Kansas Open Records Act provides: "Except to the extent otherwise authorized by law, no person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to person listed therein, any list of names and addresses contained in and derived from public records."

SIGNATURE: \_\_\_\_\_

Time of Request :	Date: _____	Time: _____
Time Access Provided:	Date: _____	Time: _____
Search Cost/Hourly Rate (minimum 15 minutes)		
Attorney Review Cost:	_____	
Staff \$4.00 each 15 minute increment	_____ minutes =	_____
Administrative/Computer Staff \$6.00 each 15 minute increment	_____ minutes =	_____
Copies .25 per page	_____ pages =	_____ Postage \$ _____
The Charge to you for copy(ies) of the record(s):	\$ _____	Prepaid _____ Paid _____
Completed by: _____	Date: _____	Time: _____