

Request for Open Record Copy

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Under the Kansas Open Records Act (KORA) K.S.A. 45-215 et seq., I request access to or copies of the following records (please be specific as possible in describing the records you want and the time period your request covers; attach additional pages if necessary):

Send this completed form to:

City of Colby
Administration Office
585 N Franklin Ave
Colby KS 67701

Fees and Processing

Requests for records must be in writing and can be submitted in person, by mail or electronically. If the information is readily available and more than 50 pages, hard copies of the documents will cost \$.10 per page. Electronic copies will not be charged for. If the information is not readily available, an inspection rate of \$35 an hour will be charged, and can be determined to be required prior to inspection of documents. Electronic copies given will not be charged as separate copies, but hard copy documents greater than 50 pages will be charged a copying fee of \$0.10 per page.

The City of Colby must accept open records request during regular office hours. If there is exempted information it will be redacted and the remainder of the record will be provided if the document partially contains exempt information. If the request is denied, the City of Colby will provide a written statement. Written requests will be acted upon within 3 (three) business days of receipt of the request or provide an explanation of the reason for delay.

**Office Hours 8:00 a.m. to 5:00 p.m.,
Monday – Friday, except holidays.
Requests received after 4:30 p.m.
will not be processed until the
next business day**

City of Colby Administration

Open Records Brochure

*Pursuant to the Kansas Open Records Act
K.S.A. 45-215 et seq.
and City of Colby Municipal Code Article 8*

The Kansas Open Records Act (KORA) is a law that aids persons wishing to obtain access to public records. It is declared to be the policy of the city that all public records which are made, maintained or kept by or are in possession of the city, its officers and employees, shall be open for public inspection as provided by, and subject to the restrictions imposed by, the Kansas Open Records Act.

What Records Can you Access

- Minutes and documents from public meetings
- Salaries and basic information about public employees
- Budget information
- Licensing data for regulated industries.

What Records You cannot Access

Certain records are exempt from disclosure, such as personnel information, medical records, and records protected by attorney-client privilege. *If the record in the request does not exist, the City does not have to create a record to fulfill the request.*

KORA includes a long list of certain records that may be withheld from the public. See K.S.A. 45-221 (2). Those include but are not limited to:

- 1) Information that another law says may not be disclosed.
- 2) Personnel information, including Social Security numbers, home addresses, etc.
- 3) Some computer information, if its disclosure would jeopardize a computer system or its data.
- 4) Communications between the City and the City appointed lawyer if records of those communications would not be subject to discovery in a lawsuit.
- 5) Information regarding executive sessions during public city council meetings.

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Name of Requester

Address

Phone Number

Email

Date of Request

I understand that no person shall receive, for the purpose of selling or offering for sale any property or service to person listed therein, any list of names or addresses contained in or derived from a public record.

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record will result in a civil penalty in an action brought by the attorney general or county or district attorney in a sum set by the court not to exceed \$500 for each violation.

In accordance with these provisions, I certify that I do not intend to, and I will not, use any list of names or addresses contained in or derived from the record for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; neither will sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

Signature

Your Rights & Responsibilities under KORA

It is your right to:

- Inspect and obtain copies of public records which are not exempted from disclosure by specific law.
- Obtain a copy of the agency's policies and procedures for access to records, and to request assistance from the City of Colby.
- Expect to receive a written response to your request within three – five business days after receipt of the request.
- Bring a private lawsuit in district court or file a complaint with the Office of the Kansas Attorney General or the County or District Attorney if you feel you are wrongly denied records that you have a right to access.

It is your responsibility to:

- Request identifiable records. KORA does not require an agency to provide information, answer questions or create records.
- Put your request in writing and include the name, mailing address and phone number of the person requesting the record.