



REQUEST FOR RECORDS

I, \_\_\_\_\_, pursuant to K.S.A. 45-220, do hereby certify that:

1. I will not use the list of names and addresses contained in or derived from the requested public record for the purpose of selling or offering for sale any property or service to any person or firm who resides at any address listed; or
2. I shall no sell, give or otherwise make available to any person or firm any list of names and addresses contained in or derived from the requested public records or information for the purpose of allowing that person or firm to sell or offer for sale any property or service to any person listed or to any person who reside at any address listed.

I further understand if I sell, give, or receive records for such purpose listed above, I am guilty of a Class C misdemeanor.

I will use the information for the purpose of \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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 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 shall be \$0.25/copy plus the cost of staff time involved in honoring the request.

(To be completed by Record Custodian)

Time of Request Date: \_\_\_\_\_ Time \_\_\_\_\_ Time Access Provided: Date \_\_\_\_\_ Time: \_\_\_\_\_

Staff Time Involved: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

Charge per page copied \$ \_\_\_\_\_ Charge for use of non-office copying equipment \$ \_\_\_\_\_

Total charges: \$ \_\_\_\_\_

Prepaid \_\_\_\_\_

Paid \_\_\_\_\_

Billed \_\_\_\_\_

\_\_\_\_\_  
Records Custodian