

REQUEST FOR ACCESS TO PUBLIC RECORDS

Newton Public Schools, USD 373

In accordance with the Kansas Open Records Act (KORA), it is declared to be the public policy of this school district that public records shall be open for inspection unless such information or its use is protected by this act. Public records are defined as "any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency" [KSA 45-217(g)]. Records not yet in existence are not subject to KORA nor does KORA require that a record be created in order to respond to requests or in order to answer questions asking for "information" [A.G. Opinion No. 98-51]. This form or similar written request containing the same information shall be completed by the requester in order to seek access to public information. Requests for access to public records shall be acted upon no later than the end of the third business day. If access is not granted within three business days, the custodian of public records shall give an explanation of the cause for delay and the date, place, and time that the information will be available.

Name _____ Date of Request _____

Address _____

Street/PO

City/State

Zip Code

Proof of Identity (Driver's license, other photo ID, Military ID, etc.) _____

Description of records for which access is requested: _____

NOTICE: KSA 45-230 makes it unlawful for any person to knowingly sell, give, or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses including but not limited to employees, students and vendors contained in or derived from public records. As the requester of information, if approved, I hereby certify that the information will not be used for any prohibited or commercial purpose as listed in KSA 45-230 or associated statutes.

Signature of Requester _____

[Signature certification requirement allowed per KSA 45-220(2)]

- To be completed by school district staff -

FEES: As stated in KSA 45-219, advance payment of fees for providing access to or furnishing copies of public records may be charged to the requester of public information. USD 373 has established fees for fulfilling KORA requests as follows: Actual hourly rate per hour for clerical staff time for retrieving/reviewing/copying records and excluding time for programming or running queries to access records maintained in an electronic format; actual hourly rate for staff time spent in programming or running queries to access records maintained electronically; actual hourly rate for administrative review if warranted; actual hourly rate for attorney review/redaction if warranted; and/or 10¢ per page excluding staff time in making copies. Fees will be collected in advance at the district office and deposited in the general fund. Staff work to fulfill a request officially begins when the request is paid. Based upon the requested information, expected fees for this project will be:

_____	_____
_____	_____
_____	_____
Total Amount Due	_____

Disposition of Request

Status of Request	Date	Comments/Reason
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		
<input type="checkbox"/> Delayed		

Signature of Freedom of Information Officer

(RETURN THIS FORM TO: Records Request, USD 373, 308 E. 1st St., Newton, KS, 67114, Fax 316-284-6220, info@usd373.org)