

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

## Request For Access To Public Records

USD 230 Spring Hill Schools

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 that don't exist are not subject to KORA nor does KORA require that a record be created to respond to requests or to answer questions asking for "information" [A.G. Opinion No. 98-51]. This form shall be completed by the requester 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 the three business days, the custodian of public records shall give an explanation of the cause for delay and the date, place and time the information will be available.

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

Date of Request: \_\_\_\_\_

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

Phone No: \_\_\_\_\_

(street, apt.)

(city, state)

(zip code)

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

Proof of Identity: \_\_\_\_\_

(picture ID preferred)

Description of records for which access is requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

*Notice: As the requester of information, if approved, I hereby certify the information will not be used for any prohibited or commercial purpose as listed in KSA 21-3914.*

Signature of Requester: \_\_\_\_\_

(date)

FEES: KORA authorizes the District to charge in advance and require the payment off fees and the "cost of staff time required to make the information available." See K.S.A. § 45-218(f); 45-219(c)(1). The District will provide an estimate in correspondence if payment is required.

\$30/hour - Administrative Time: \_\_\_\_\_ (Hours) ..... \$ \_\_\_\_\_

\$18/hour - Secretarial/Clerical Time: \_\_\_\_\_ (Hours) ..... \$ \_\_\_\_\_

\$70/hour - Senior Attorney Time: \_\_\_\_\_ (Hours) ..... \$ \_\_\_\_\_

\$38/hour - Information Technology (IT) Time: \_\_\_\_\_ (Hours) ..... \$ \_\_\_\_\_

Time for other classifications of employees, charged based upon actual costs: \_\_\_\_\_ (Hours) ..... \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Freedom of Information Officer - USD 230

Return to: Rachel Henderson  
Spring Hill District Administrative Center  
17640 W. 199th St,  
Spring Hill, KS 66083  
hendersonr@usd230.org

Last Revised: January 2025

## **The Kansas Open Records Act (KORA)**

### **YOUR RIGHTS**

- To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
- To obtain a copy of the agency's policies and procedures for access to records and to request assistance from the agency's Freedom of Information Officer.
- To receive a written response to your request within three (3) business days. To bring a private law suit or to file a complaint with the Kansas Racing and Gaming Commission if you feel you are wrongfully denied records.
- The response may inform you that it will take additional time to produce the records. Reasons for additional time may include voluminous records, complicated request parameters, unresolved legal issues, or difficulty in accessing archived records.
- The response may deny your request, in whole or in part. If the request is denied, the agency must identify generally the records to be denied and the specific legal authority for the denial.

### **YOUR RESPONSIBILITIES**

- You must request records -- written, photographic, or computerized. The Kansas Open Records Act (KORA) does not require the KRGC to answer questions or prepare reports.
- KRGC may require you to put your request in writing, and you must provide proof of your identity, if requested.
- Reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time for processing your request.

### **WHAT RECORDS ARE AVAILABLE**

Most records maintained by public entities are open for public inspection and copying. Records commonly requested include, but are not limited to:

- Statutes
- Regulations
- Policies
- Minutes/Records of open meetings
- Agency budget document

### **EXCEPTIONS TO THE OPEN RECORDS ACT**

The KORA recognizes that certain records contain private or privileged information. The Act lists several exceptions to KORA disclosure, including:

- Personnel information of public employees
- Medical treatment records
- Records protected by attorney-client privilege
- Records closed by rules of evidence
- Notes and preliminary drafts
- Criminal investigation records
- Records the disclosure of which is restricted or prohibited by a Tribal State Gaming Compact
- Records specifically exempt from disclosure under the Kansas expanded lottery act (KELA) and the Kansas pari mutuel racing act
- Other types of records generally not related to racing and gaming, which can be found in K.S.A. 45-221
- KRGC is only required to provide public records that already exist. There is no requirement for any agency to create a record upon request.