



# City of Leavenworth Open Records Request

The Kansas Open Records Act (KSA 45-215 *et seq*) guarantees citizens the right to obtain copies of public records that are not exempt from disclosure by specific provisions of law. Citizens have a right to obtain a copy of any City procedures for access to records, and to request assistance from the City Freedom of Information Officer. The City may require that requests be submitted in writing; this form is provided for your convenience. If a request is denied, the City must provide specific reasons for denial, and the requester has a right to receive such response in writing. Your request will be acted upon within three business days of the date of the request. If your request is denied or delayed, you will receive a written explanation. You may also contact the City of Leavenworth's Freedom of Information Officer directly to determine if the information you need is available. Be as specific as possible when requesting information.

Carla K. Williamson, City Clerk  
City of Leavenworth  
100 N. 5<sup>th</sup> Street, Leavenworth KS 66048  
913-682-9201 email: cwilliamson@firstcity.org

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

RECORDS REQUESTED: Please provide a specific description of the record(s) you desire to include title, dates, and names of City department which produced or hold the record(s)

**I, the undersigned, hereby certify that neither I nor any person for whom I may be acting as agent intends to and will not use any names, or addresses contained in or derived from the records to sell or offer for sale any property or service to the persons or residents of the addresses listed, and will not sell, give or receive any list of names or addresses to be used for unlawful commercial purposes. [See K.S.A. 45-220 (c) (2) (A) (B) and K.S.A 45-230]**

\_\_\_\_\_  
Requestor's Printed Name

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

*To be completed by Record Custodian:*

Granted	Delayed	Denied
	The record cannot be located at this time, please provide additional identification information.	The record requested is not made, maintained, kept by or in the possession of the City.
	Our search for the record is continuing. You will be contacted when it is located.	The record requested is not required to be disclosed under the Kansas Open Records Act (KSA 45-215 et seq).
	This office is attempting to establish whether the record requested is an open public record. You will be contacted.	Access to the record requested is restricted under federal or state law (law cited).

**Charges:** A charge for providing access to public records is authorized by state law and has been established by the Leavenworth City Commission. These charges provide reasonable compensation to the City for the costs incurred in responding to your request. The fee schedule is available for inspection in the City Clerk's Office. The charge for access to the record is calculated below.

Access Fee	First ½ hr. labor and 5 copied pages	\$5.00
Staff Time	Hrs. @ \$20.00	Per hour \$
Copying	Copies \$0.25	Per Copy \$
Other Charges (Specify)		\$
Total:		\$

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

\_\_\_\_\_  
Record Custodian