

DON'T KNOW WHICH DEPARTMENT TO ASK?

If you don't know which department to ask, call the Freedom of Information Officer (FIO) for help at 913-573-5260.

You can also visit the department's website to see if the information you need is available online. If it is not online, you can contact the department directly for instructions on how to submit an open records request.

Visit our website at www.wycokck.org



Unified Government of Wyandotte
County/Kansas City, Kansas

Unified Government Clerk's Office
701 N. 7th Street, Suite 323
Kansas City, KS 66101

Phone: 913-573-5260
Fax: 913-573-5299
E-mail: clerkwest@wycokck.org

Unified Government of
Wyandotte County/
Kansas City, Kansas

KORA Brochure

A GUIDE TO OPEN RECORDS



TEL: 913-573-5260

WWW.WYOKCK.ORG



KORA KANSAS OPEN RECORDS ACT

THE KANSAS OPEN RECORDS ACT (KORA) PERMITS THE PUBLIC TO REVIEW OR GET COPIES OF PUBLIC RECORDS. THERE ARE TWO PARTS OF THE LAW. ONE PART GOVERNS THE PROCEDURE THAT PUBLIC AGENCIES MUST FOLLOW WHEN SOMEONE REQUESTS A PUBLIC RECORD. THE OTHER PART CATEGORIZES PUBLIC RECORDS, AND UNDER CERTAIN CIRCUMSTANCES, PERMITS AN AGENCY TO WITHHOLD DISCLOSING PUBLIC RECORDS.

KSA 45-215 ET SEQ.

THE UG MUST ACT UPON YOUR REQUEST AS SOON AS POSSIBLE, BUT NOT MORE THAN THREE BUSINESS DAYS LATER, BEGINNING THE DAY AFTER THE REQUEST WAS RECEIVED TO EITHER:

- ◆ **PROVIDE REQUESTED RECORDS**
- ◆ **INFORM THE REQUESTER WHEN AND HOW THEY WILL BE PROVIDED, OR**
- ◆ **STATE WHY THE RECORDS CANNOT BE PROVIDED**

THE LAW ALLOWS THE UG TO CHARGE FEES TO RECOVER THE COST OF COMPLYING WITH A REQUEST. THE UG CAN REQUIRE PREPAYMENT OF THOSE FEES. THAT MEANS YOU MAY BE ASKED TO PAY BEFORE YOU GET YOUR RECORDS.

What UG records are available?

KORA requires the UG to provide records that already exist. KORA does not require the UG to create new records, compile special research or statistical reports, or interpret records.

How do I request records?

- ⇒ The best place to begin is with the Freedom of Information Officer, the UG Clerk. You can request the KORA form to ensure that both you and the UG understand what records you are seeking. If you submit your request by email, describe what you want in specific terms, including a date range.
- ⇒ Once you complete and submit your request, we will direct it to the appropriate UG department.
- ⇒ For most routine requests, the UG will provide records within three business days. Some records will require more time. Within three business days, the UG must tell you when and how we plan to provide access or copies. Your request may be denied in whole or in part. If the UG denies, it must cite the legal basis for denial. Any denial will be made upon advice of our legal counsel.

Associated Charges

Before you pick up your records, you may be asked to prepay the charges associated with your request.

Staff time necessary to comply with request (charged in 15 min increments) will be billed as follows:

- ◆ Administrative \$23.65 hour
- ◆ Professional \$33.37 hour

In addition to staff time, the following charges will be assessed:

- ◆ 5 pages or less No additional charge
- ◆ 6 pages or more \$.25 per page
- ◆ Electronic form data Base fee of \$15.00

The Unified Government may require prepayment if the estimated charge exceeds \$25.00. If the full charge exceeds the estimated charge, the difference is due and payable prior to delivery.

Payments shall be made by check or money order payable to: Unified Government Treasury.

Prohibited Uses of Public Records

- ⇒ May I use a public record that contains names or addresses to contact the people on the list to offer goods or services for sale?

No. KORA prohibits using lists of names and addresses as a marketing tool except in very limited cases.

- ⇒ If I request a public record that has names and addresses on it, do I have to sign a special form?

Yes. KORA permits the UG to require that you certify that you will not use the names and addresses for any prohibited purposes. If you do not sign the form, the UG will not provide you the records.

If you use the names and addresses for any prohibited purpose, you could be subject to a civil penalty of up to \$500 for each violation per K.S.A. 45-230.

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