



**KORA Open Records Request Form
UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

SECTION TO BE COMPLETED BY REQUESTOR:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: ____ / ____ E-MAIL ADDRESS: _____

SIGNATURE: _____

Copies Sought: Please provide the most specific description of the desired record(s) copies. Include record titles and applicable dates as well as the names of Unified Government agencies or departments which produced or hold the desired record(s):

Record / Title / Date	Number of Copies
1. _____	
2. _____	
3. _____	

ASSOCIATED CHARGES

A charge for providing copies of public records is authorized by State law and has been established by the County Administrator. These charges are set at a level intended to compensate the Unified Government for the actual costs incurred in honoring your request. Payments shall be made by check or money order payable to: Unified Government Treasury. Checks are required to have the Name, Address, and Phone Number printed on the check. The driver's license number and date of birth may also be required.

CHARGES

Staff time necessary to comply with request (charged in 15 min increments):

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. The full charge, if it exceeds the estimated charge, is due and payable upon delivery.

Unified Government agencies have a responsibility to protect certain records from disclosure; therefore *Legal Department approval may be required.*

TO BE COMPLETED BY UG OF WYCO PERSONNEL

Date of request: ____/____/____ Time of receipt: _____

Date provided: ____/____/____ Time request satisfied: _____ Time Involved: Hours ____ Mins. ____

Total Charge: \$ _____.

Staff Signature: _____

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CERTIFICATION

The person signing this Certification has submitted the attached request for records to the Unified Government of Wyandotte County/Kansas City, Kansas, and hereby certifies:

1. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not use any list of names or addresses contained in or derived from the records or information obtained from the Unified Government of Wyandotte County/Kansas City, Kansas, for the purpose of selling or offering for sale any property or service to any person on the list or to any person who resides at any address on the list.

2. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not give, or otherwise make available to any person or entity, any list of names or addresses contained in or derived from the records or information obtained from the Unified Government of Wyandotte County/Kansas City, Kansas, for the purpose of allowing that person to sell or offer for sale any property or service to any person on the list or to any person who resides at any address on the list.

3. That he/she and any entity on whose behalf the request is being submitted has been informed and is aware that to knowingly sell, give, or receive any list of names and addresses contained in or derived from public records, for the purpose of selling or offering for sale any property or service to persons on the list is a violation of state statute (K.S.A.45-230) and that any person violating the prohibition shall be liable for the payment of a civil penalty.

Signature

Printed Name & Title

Date