

Open Public Records

City of Winfield, Kansas | Request guidance and record copy form

Freedom of Information Officer

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City Hall

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The Kansas Open Records Act governs most records maintained by:

Cities
Counties
School Districts
State Agencies
and Other Public Entities

What records are available?

Most records maintained by public entities are open for inspection and/or copying by individuals. Commonly requested records include:

- Ordinances
- Resolutions
- Minutes from open meetings
- Salaries of public officials
- Budgets

For a complete copy of the Kansas Open Records Act, contact your local Freedom of Information Officer or go to www.kslegislature.org, then go to "Statutes". The Kansas Open Records Act starts at K.S.A. 45-215.

How to request a record

1

Check availability

Contact the records custodian or Freedom of Information Officer to determine whether the information you need is available.

2

Submit the request

You may be asked to submit your request in writing. Use the form on the next page and describe records as specifically as possible.

3

Receive a response

Most records will be produced within three business days. If delayed or denied, you will receive a written explanation.

4

Ask questions

Contact the Freedom of Information Officer with questions about your request, costs, availability, or disputes relating to open records

Fees and charges

The Kansas Open Records Act authorizes public agencies to charge fees for providing access to or furnishing copies of public records. Fees may include staff time and copying or reproduction costs.

Exceptions and Denials

Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. The Kansas Open Records Act recognizes that some records contain information that is private in nature. For this reason, the Act lists a number of exceptions. Records that are closed for this reason may include the examples provided below. **For a complete listing of exemptions, see K.S.A. 45-221.**

Why a request may be denied

- The specific record requested does not exist.
- The request was unclear and should be resubmitted with more detail.
- The record is closed to protect an important privacy interest

Examples of exceptions

- Personnel information of public employees
- Medical treatment records
- Records which are protected by the attorney-client privilege or the rules of evidence;
- Records containing personal information compiled for Census purposes;
- Notes and preliminary drafts
- Criminal investigation records; and
- Several other specific records



Request for Record Copy

To be completed by requester

Requester Information

Name

Phone Number

Address

Email

Signature

Date

Copies Sought

Please provide a specific description of the records you desire to copy. Include record titles, dates, and the city agencies or departments that produced or hold the records.

Record title / date / description	No. of copies
1.	
2.	
3.	

Charges

A charge for providing access to public records is authorized by state law and established by the city governing body. Charges compensate the city for actual costs incurred in honoring your request. The fee schedule established by the city is posted on our website www.winfieldks.org. **Prepayment is required.**

To be completed by Record Custodian

Time of request - Date

Time

Time access provided - Date

Time

Staff time involved - hours / minutes

Total charges: \$

Payment status: Paid Billed \$ _____

Record Custodian

Certification Regarding Non-Commercial Use

The requester does not intend to, and will not:

(A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or

(B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

Requester initials: _____

Questions?

Contact the Freedom of Information Officer for questions about availability, requests, costs, or disputes relating to open records.