

WHAT RECORDS ARE AVAILABLE?

Most records maintained by public entities are open for public inspection and copying. Records commonly requested may include:

- Statutes
- Regulations
- Policies
- Minutes of open meetings
- Salaries of public officials
- Agency budget documents

EXCEPTION TO THE KANSAS OPEN RECORDS ACT (KORA)

The KORA recognizes that certain records may contain private or privileged information. The KORA lists several exceptions, such as:

- Personnel information of public employees
- Medical treatment records
- Records protected by attorney-client privilege
- Records closed by the rules of evidence
- Records containing personal information compiled for Census purposes
- Notes and preliminary drafts
- Criminal investigations

A list of additional exceptions can be found in K.S.A. 45-221

HOW TO REQUEST A PUBLIC RECORD

You can obtain access to the City of Moran's public records by contacting the Freedom of Information Officer at (620) 237-4271 to determine if the record you need exists or is available. You must submit your request in writing. Please be as specific as possible in describing the public records you are requesting.

SAMPLE RECORDS REQUEST

Date _____

Under the Kansas Open Records Act and KSA 45-220, I am requesting ____ copies of the following public records that are in the custody of the City of Moran /Municipal Court.

(Clearly describe what you want. Include identifying material, such as names, places, and the period of time about which you are inquiring. You may attach include news clips, reports and other documents describing the subject of your research to support your request. Be as specific as possible.)

I do not intend to and will not use any list of names and addresses contained in or derived from City records 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. Further, I will not sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records 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 unless the intended use is for the purpose of membership, providing information, or any other purpose related to the profession of public accountancy.

Signature _____

Printed Name _____

City, State, Zip _____

Telephone number _____

Send your written request to:
Lori S. Evans, City Clerk
Freedom of Information Officer
PO Box 188
Moran, KS 66755-0188
cityclerk@morancity.org
Fax 620-237-4291

FREEDOM OF INFORMATION



AND YOU'RE RIGHT TO REQUEST
PUBLIC RECORDS UNDER THE
KANSAS OPEN RECORDS ACT,
K.S.A. 45-215 ET SEQ.

City of Moran

339 N. Cedar • PO Box 188
Moran, KS 66755-0188
Phone (620) 237-4271
Fax (620) 237-4291
cityclerk@morancity.org

YOUR RIGHTS IN REQUESTING PUBLIC RECORDS

- You have the right to inspect and obtain copies of public records that the City Of Moran maintains which are not otherwise exempt from disclosure by a specific law.
- The City Of Moran's Freedom of Information Officer, or designee, is available to assist you in following policies and procedures necessary to obtain access to or copies of the public records you request.
- You must make your request for public records in written form. The City of Moran will provide you with a form to assist you in making your request if you so desire.
- You will be charged a reasonable fee, not exceeding actual cost, for the staff time required in processing your request and a reasonable fee for copying records. An additional charge will be assessed for supervision, faxing and computer searches. The City of Moran requires payment in advance prior to any records being made available to the requestor.
- You cannot remove original copies of public records from the City Of Moran.
- Your request for public records will be acted on by the close of business on the third business day from when your written request was received. If it takes longer than three business days, the Freedom of Information Officer will notify you of the delay and the reason for the delay.

- You may bring a private lawsuit or file a complaint with the Kansas Attorney General's Office if you feel you are wrongfully denied records.

THE CITY OF MORAN'S RESPONSIBILITIES

- You may consult with the City of Moran's Freedom of Information Officer to determine if the record you need exists or is available. Be prepared to provide a specific description of the records you seek.
- The Kansas Open Records Act (KORA) does not require the City of Moran to answer questions or prepare reports. The City of Moran is only required to provide public records that already exist. There is no requirement for the City of Moran to create a record at your request.
- If the City of Moran takes longer than three business days to act on your request, you will receive notice from the Freedom of Information Officer explaining that it will take additional time to produce the records. Reasons for additional time may include, but are not limited to, voluminous records, complicated request parameters, unresolved legal issues, or difficulty in accessing archived records.
- Your request may be denied in whole or in part. If the request is denied, the City of Moran will identify the records denied, and the specific legal authority for the denial.

PROHIBITED USE OF CERTAIN RECORDS

- A list of names and addresses shall not be obtained from public records for the purpose of selling or offering for sale any property or service to the persons listed. This provision does not prohibit commercial use generally; it just applies to use of the names to sell or offer to sell property or service. This provision does not prohibit use of lists of names obtained from public records to solicit the purchase of property from the persons listed. This provision pertains to the names and addresses of business listed in the public records, as well as individuals. Any person who knowingly sells, gives, or receives records for such purpose is guilty of a class C misdemeanor.

SERVICE FEES

- Research Fees - \$10.00 per hour. (\$5.00 per minimum)
- Copies - \$0.50 per page
- Fax - \$2.50 for the first page, \$0.50 for each additional page.

ADDITIONAL RESOURCES

Kansas's Attorney General (800)432-2310
www.ink.org/public/ksag/contents/meetings/kora-brochure.htm
www.citizen.org/litigation/foic/foic.html
www.reporters.net/nfoic/web/index.htm
www.usdoj.gov/oip/oip.html