

COPY/ INSPECTION (OPEN RECORDS) • CITY OF EDGERTON • (To be completed by the requestor)

Name: _____ Phone: _____

Address: _____

Email: _____

I hereby acknowledge that I am aware that K.S.A. 45-230 provides: "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale, any property or service to persons listed therein, any list of names and addresses contained therein, or derived from public records...."

(Exceptions noted (1), (2), (3), (4), (5) and (6).

I understand and acknowledge that a violation of this law is a fine of \$500 for each violation.

Signature: _____ Date: _____

RECORDS SOUGHT: Please provide as specific a description as possible of the record(s) you are requesting. Include record titles and dates, as well as the names of city agencies or departments which produced or hold the record(s):

RECORD TITLE/DATE

NUMBER OF COPIES DESIRED

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

How would you like to receive the requested records? *Note: Charges may apply to both copies and inspection*

- ☐ Email (pdf) ☐ Pick-up Paper Copies (copying fees may apply) ☐ US Mail (postage costs apply)
☐ Inspect documents in person

A charge for providing access to or furnishing copies of public records is authorized by state law and has been established by the Edgerton Governing Body. These charges provide reasonable compensation to the City for the costs incurred in responding to your request. The charge for the records requested will be provided to you when it is known, and advance payment may be required. Please see details below for specific information regarding fees.

INFORMATION FOR REQUESTER

PRODUCTION OF DOCUMENTS FEES

- a) When a request has been made for an open record that is readily available to the record custodian, there shall be no fee charged to the requestor.

INFORMATION FOR REQUESTER

- b) In all cases where an open record is not readily available, a fee of \$20 per request will be charged to produce the requested document(s).
- c) Record searches that require more than 1 hour shall be charged a fee commensurate to the actual pay rate of the staff member(s) involved at a rate set by the Governing Body.

COPYING/FACSIMILE FEE

- a) In addition to the fees as set forth above, a fee of \$.10 per page after the first 10 pages shall be charged for photocopying or faxing public records. Such fee covers the cost of labor, materials and equipment for copying requested records.
- b) In the event any public record cannot be reproduced by the City's photocopying equipment, the requestor shall be charged the actual cost to the city, in addition to staff time, to reproduce such records.

MAILING FEE

- a) In addition to the fees set forth above, the City shall charge the actual cost of postage to mail requested documents to the requesting party.

PREPAYMENT FEE

- a) The record custodian may require prepayment of the costs involved in production/inspection of requested records. The estimated amount due shall be determined by the record custodian and provided to the requesting party when known.
- b) Prepayment shall be required whenever total fees are estimated to exceed \$25.
- c) Overpayment or underpayment of actual costs for production shall be settled prior to the documents being provided to the requesting party.

OFFICE USE ONLY

To be completed by the Record Custodian

Requested: Date _____ Time: _____ AM/PM

Fulfilled: Date _____ Time: _____ AM/PM

Method of Delivery: ☐ Email ☐ In-Person ☐ US Mail ☐ Fax