

Date Received \_\_\_\_\_

# REQUEST FOR ACCESS TO PUBLIC RECORDS USD #289 Wellsville

In accordance with the Kansas Open Records Act (KORA), it is declared to be the public policy of this school district that public records shall be open for inspection unless such information or its use is protected by this act. This form shall be completed by the requester in order to seek access to public information. Requests for access to public records shall be acted upon no later than the end of the third business day. If access is not granted within three business days, the custodian of public records shall give an explanation of the cause for delay and the date, place and time that the information will be available.

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

street/PO

city/state

zip code

Proof of Identity \_\_\_\_\_

(picture ID preferred)

Description of records for which access is requested \_\_\_\_\_

**NOTICE:** As the requester of information, if approved, I hereby certify that the information will not be used for any prohibited or commercial purpose as listed in KSA 21-3914.

Signature of requester \_\_\_\_\_

-to be completed by school district staff-

**FEES:** As stated in KSA 45-219, advance payment of fees for providing access to or furnishing copies of public records may be charged to the requester of public information. The Wellsville School District has established the following fees.

	<u>Applicable Fee</u>	
Access Fees:     \$20/hr administrative time	_____	Other:                    _____
\$10/hr secretarial time	_____	Fees Waived:            _____
Copying Fee:     \$.20/page	_____	<b>Total Amount Due:</b> _____

### Disposition of Request

Status of Request	Date	Comments/Reason
Approved		
Denied		
Delayed		

(beyond 3 business days)

\_\_\_\_\_  
Signature of Freedom of Information officer- USD #289

**(RETURN THIS FORM TO:** District Office USD #289, 602 Walnut Street, Wellsville KS 66092) FAX(785) 883-4453