



RURAL WATER DISTRICT # 8, OSAGE COUNTY

*116 N. Topeka Avenue
Burlingame, KS 66413*

Phone (785) 654-3711

Fax (785) 654-2481

OPEN RECORDS REQUEST FORM

This form is being provided to potential requesters as a helpful guide for composing an effective request for public records.

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **E-Mail address:** _____

Under the Kansas Open Records Act (KORA) K.S.A. 45-215 eq seq., I request access to or copies of the following records (please be as specific as possible in describing the records you want and the time period your request covers; (attach additional pages if necessary).

Record(s) Requested:

In accordance with K.S.A. 450220(c), I certify that I do not intend to, and will not:

1. 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
2. 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.

Signature_____ Date _____

Fees:

Paper copies

- \$.25 per page
- Shipping and postage-determined on case-by-case basis

Research and Preparation

- \$20.00 per hour
- This service includes research into individual records, summarizing documentation or copying documentation. Time will be charged at the rate of pay for each person (s) whose time is used in order to assist and/or respond to a specific request.

Pre-generated Lists

- No charge for list or information generally available to the public.
- No charge for lists that are pre-generated and readily available to the agency without any research or preparation.

Advance Payment of Fees Required

The district will provide the requestor with an estimate of the fees before gathering and processing or providing access to the records. The estimated fees MUST be paid BEFORE the district processes the request or provides access to the requested records.

Response Time

The district will act upon request as soon as possible, with some response being made to the requestor no later than the third business day following the receipt of the request.