
KANSAS OPEN RECORDS ACT (KORA)

It is the Finney County Committee on Aging, Inc.'s responsibility to:

- Appoint a Freedom of Information Officer (FOIO) to assist in resolving issues related to KORA requests.
- Act on record requests within three business days following their receipt and to provide the requestor notice if additional time will be required to locate or compile requested records.
- Estimate the charge for providing requested records and obtain advance payment prior to fulfilling the request.
- Redact personal information from an otherwise public record before releasing it, and/or protect from disclosure records covered by KORA exceptions.
- Determine the format (paper, electronic, or other media) in which a record will be produced if the record is maintained in an electronic database and/or contains some information that may need to be redacted prior to release.
- Refuse a record request if it places an unreasonable burden on the agency.

IT IS YOUR RIGHT TO:

- Inspect or request copies of public records retained by the Finney County Committee on Aging, Inc. (FCCA), Finney County Transit (FCT), and/or Finney County Senior Center (FCSC), which are not exempt from disclosure by a specific law, during regular business hours.
- Be provided an estimate or statement of the reasonable costs the FCCA, FCT, and/or FCSC, which are not exempt from disclosure by a specific law, during regular business hours.
- Be provided an estimate or statement of the reasonable costs the FCCA, FCT, and/or FCSC will charge to provide the requested records prior to charges being incurred.
- Receive the records you request, within three business days after it is received by the FCCA, FCT, and/or FCSC.
- File a complaint with the Kansas Attorney General's Office if you feel you are wrongly denied records.

PROHIBITED USES:

- K.S.A. 45-230 prohibits the use of names and addresses derived from public records for certain commercial purposes. Violation of this law can result in a civil penalty of as much as \$500 per incident.

HOW TO OBTAIN OPEN RECORDS:

- Record requests must be in writing and may be delivered in person or by mail to the FCCA, FCT, and/or FCSC.
- You should identify the record(s) you seek with as much specificity as possible. The FCCA, FCT, and/or FCSC has no obligation to create a record that does not already exist. Also, pursuant to our record retention schedule, a record that previously existed may have since been destroyed, and the FCCA, FCT, and/or FCSC is not required by law to recreate it.

FOR ADDITIONAL INFORMATION:

- A complete copy of the KORA may be found at <https://www.kslegislature.org>, then click Statutes. The KORA begins at K.S.A. 45-215.
- The Kansas Attorney General's Office maintains an outline regarding KORA, as well as frequently asked questions on the Act, on its website, at <https://www.ksag.org>.

COMMON EXCEPTIONS TO THE KANSAS OPEN RECORDS ACT:

Generally speaking the following types of records, among others, are protected from disclosure to pursuant to the KORA:

- Criminal investigation records
- Criminal intelligence information
- Laboratory reports and files
- Information that would reveal the identity of any undercover agent or informant
- Records that would reveal the identify of the victim of any sexual offense
- Records protected by the attorney-client privilege
- Most personnel records
- Records closed by the rules of evidence
- Notes and preliminary drafts
- Medical records
- Records containing information of a personal nature
- Standard arrest reports (KSARs) and standard offense reports (KSORs). SARs are not subject to disclosure and only the first page of a KSOR may be obtained through the local law enforcement agency that filed the report

A NOTE REGARDING CRIMINAL HISTORY RECORD INFORMATION

By law, criminal history record information (CHRI) is not subject to KORA.

Video recordings and investigative records are considered subject to exemptions.

A public agency shall not be required to provide copies of radio or recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices (K.S.A. 45-219).

If you have questions about your request, contact the Finney County Committee on Aging Freedom of Information Officer at (620) 272-3620.

CONTACT INFORMATION

Freedom of Information Officer
Alissa Rankin, Executive Director
Email: arankin@finneycounty.org
Phone: (620) 272-3620
Office Hours: 8:00 am to 5:00 pm,
Monday through Friday

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Finney County Committee
on Aging, Inc.



Finney County Senior Center
907 North 10th Street
Garden City, KS 67846



Finney County Transit
1008 North 11th Street
Garden City, KS 67846