

CITY OF NEODESHA, KANSAS
REQUEST FOR INSPECTION/COPY OF OPEN RECORDS

NAME: _____
Please Print

ADDRESS: _____
Street City and State

PHONE / FAX / E-MAIL: _____
Please include area code.

SIGNATURE: _____

Record Sought: Please provide a specific description of the record(s) you desire to inspect/copy. Please include record titles, dates, and the names of city agencies or departments which produce or hold the record(s).

Please Note: Most records will be produced within 3 business days. If request is delayed or denied an explanation will be provided. Prepayment is not refundable after a search has been conducted.

PLEASE DO NOT WRITE BELOW THIS LINE

Charges: A charge for providing access of public records is authorized by state law and has been established by the city. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request.

NOTE: Prepayment of estimated cost may be required.

Estimated Prepayment of \$ _____ is _____ required _____ not required.

Charges

Number of Copies: _____ X \$.25/page (a) \$ _____

Staff Time Involved: _____ Hours _____ Minutes (b) \$ _____

Less Prepayment: _____ (c) \$ _____

The total charge for accessing the records requested is: (a+b-c) \$ _____

“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 resided at any address listed; or 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.” (See K.S.A. 45-220 (c)(2)(A)(B); or

“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 in or derived from public records except.” (See K.S.A. 45-230. Unlawful use of names derived from public records)

Request was received:	_____	Date	_____	Time	_____	Initials
Records Provided:	_____	Date	_____	Time	_____	Initials