

## Policy: Appendix - Kansas Open Records Act Procedures (Form A-1) 218.01a

### Johnson County Community College Request for Record Inspection/Record Copy

(To Be Completed by Requester)

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ (Street)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: (    ) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

RECORDS SOUGHT: Please provide as specific a description as possible of the records you desire to inspect and/or have copied.

<u>Inspection</u>	<u>Copy</u>	<u>Record Title/Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CHARGES:** A charge for providing access to or copies of public records is authorized by state law and has been established by the college. The charge is set at a level to compensate the college for the actual cost incurred in honoring your request. There will be no charge for inspection of any public record which is readily available; however, a record inspection fee will be charged at the hourly rate of the employee or employees engaged in a record search. The fee may also include the costs for third party consulting or legal charges. The charge for photocopying public records will normally be \$.20 per copy. Fees for providing access to computer records shall include the cost of computer services, including staff time required as well as outsourcing costs if necessary. Prepayment of inspection and/or copying fees will be required if the total fee is estimated to exceed \$10.00.

The charge to you for inspection or copies of the records you requested is: \_\_\_\_\_

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(To Be Completed by Record Custodian)

Requested: Date \_\_\_\_\_ Access Provided: Date \_\_\_\_\_  
Time \_\_\_\_:\_\_\_\_ AM PM Time \_\_\_\_:\_\_\_\_ AM PM

Staff Time Involved: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \$ \_\_\_\_\_  
Charge for Copies: \$ \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_

Prepaid Paid Billed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Records Custodian