

Date Received: _____

Request For Access To Public Records

USD 512 Shawnee Mission

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. Public records are defined as “any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency” [KSA 45-217(g)]. Records that don't exist are not subject to KORA nor does KORA require that a record be created to respond to requests or to answer questions asking for “information” [A.G. Opinion No. 98-51]. This form shall be completed by the requester 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 the three business days, the custodian of public records shall give an explanation of the cause for delay and the date, place and time the information will be available.

Name: _____

Date of Request: _____

Address: _____
(street, apt.)

Phone No.: _____

(city/state) (zip code)

E-mail Address: _____

Proof of Identity: _____
(picture ID preferred)

Description of records for which access is requested: _____

Reason for Request: _____

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

Signature of Requester: _____
(Date)

Fees: KORA authorizes the District to charge in advance and require the payment of fees and the “cost of staff time required to make the information available.” See K.S.A. § 45-218(f); 45-219(c)(1). The District will provide an estimate in a letter within three days of receipt of this request.

Disposition of Request

Status of Request	Date	Comments/Reason
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		
<input type="checkbox"/> Delayed <small>(beyond 3 days)</small>		

Signature of Freedom of Information officer – USD 512

Return To: David A. Smith
Center for Academic Achievement
8200 W. 71st St.
Shawnee Mission, KS 66204
davidsmith@smsd.org