

## What Records Are Available?

Most records maintained by public entities are open for inspection and/or copying by individuals. Commonly requested records include:

- Ordinances
- Resolutions
- Minutes from open meetings
- Salaries of public officials
- Budgets

## Exceptions

The Kansas Open Records Act recognizes that some records contain information that is private in nature. For this reason, the Act lists a number of exceptions. Records that are closed for this reason may include:

- Personnel information or public employees;
- Medical treatment records;
- Records which are protected by the attorney-client privilege or the rules of evidence;
- Records containing personal information compiled for Census purposes;
- Notes and preliminary drafts;
- Criminal investigation records; and
- Several other specific records.

For a complete listing of exemptions, see K.S.A. 45-221.

## Why Would My Request Be Denied?

Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. There are a number of reasons that a request may be denied:

- The specific record that was requested does not exist;
- The request was unclear and should be resubmitted with more detail;
- The record that was requested is closed to protect an important privacy interest (see the list of exceptions to the Kansas Open Records Act at K.S.A. 45-221).

The local Freedom of Information Officer for the City of Winfield is:

**Brenda Peters**  
**620-221-5500**

## Questions?

Contact your local Freedom of Information Officer if you have any questions concerning:

- What records are open and available;
- How to obtain a record;
- Any dispute relating to open records;
- The cost of an open record; or
- Any other question relating to open records.

Watch Cable Channel 7 for City of Winfield News

E-mail: [cityhall@winfieldks.org](mailto:cityhall@winfieldks.org)

Visit our web site at: <http://www.winfieldks.org>

**Pamphlets** - The City of Winfield has information pamphlets available on the following subjects: Citizen Guide to Records, Explanation of Utility Bill, Human Relations Commission Fair Housing Policy, ADA, Refuse and Recycling, etc. The pamphlets are available at City Hall, 200 E 9<sup>th</sup> Ave.

# OPEN PUBLIC RECORDS

City of Winfield

*It is Our Privilege to Serve You*

The Kansas Open Records Act governs most records maintained by:

Cities  
Counties  
School Districts  
State Agencies  
and Other Public Entities

For a complete copy of the Kansas Open Records Act, contact your local Freedom of Information Officer or go to [www.ink.org/public/legislative](http://www.ink.org/public/legislative), then click on the "Kansas Statutes" icon. The Kansas Open Records Act starts at K.S.A. 45-215.

200 E 9th Ave, PO Box 646  
Winfield, KS 67156-0646

620.221.5500 ph



REQUEST FOR RECORD COPY  
City of Winfield, Kansas

(To be completed by requester)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_

COPIES SOUGHT: Please provide as specific a description as possible of the records you desire to copy. Include record titles and dates, as well as the city agencies or departments that produced or hold the records:

Record Title-Date	No. of Copies
1. _____	_____
2. _____	_____
3. _____	_____

CHARGES: A charge for providing access to public records is authorized by state law and has been established by the city governing body. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request. The fee schedule established by the city is posted in this office.

The charge to you for copies of the records you are requesting is: \$\_\_\_\_\_.

Prepayment of this amount \_\_\_\_ is required \_\_\_\_ is not required.

(To be completed by Record Custodian)

Time of request: Date \_\_\_\_\_ Time \_\_\_\_\_  
Time access provided: Date \_\_\_\_\_ Time \_\_\_\_\_  
Staff time involved: \_\_\_\_\_ hours \_\_\_\_\_ minutes  
Charge per page copied: \$\_\_\_\_\_ Charge for use of non-office copying equipment: \$\_\_\_\_\_  
Total Charges: \$\_\_\_\_\_  
Prepaid \_\_\_\_\_  
Paid \_\_\_\_\_  
Billed \$\_\_\_\_\_

\_\_\_\_\_  
Record Custodian

## How to Request a Record

### Step 1

Check with the records custodian or local Freedom of Information Officer to determine whether the information that you need is available. Please remember to be courteous and specific when requesting information so that the custodian will be able to serve you better.

### Step 2

You may be asked to submit your request for information in writing. The records custodian has a prepared form for this purpose. Make sure your request is as specific as possible so that your request may be filled quickly and completely. The records custodian may ask detailed questions in order to fulfill your request accurately.

### Step 3

Most records will be produced within three business days from the time the request is received. If the request is denied, you will receive a written explanation for the delay or denial.

### Step 4

If you have any questions about your request, contact your local Freedom of Information Officer.

## Fees

The Kansas Open Records Act authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee may be requested in advance and may include:

- Cost of staff time required to make the information available.
- Cost of copying or reproducing the record.