City of Leavenworth
Open Records Request

The Kansas Open Records Act (KSA 45-215 *et seq*) guarantees citizens the right to obtain copies of public records that are not exempt from disclosure by specific provisions of law. Citizens have a right to obtain a copy of any City procedures for access to records, and to request assistance from the City Freedom of Information Officer. The City may require that requests be submitted in writing; this form is provided for your convenience. If a request is denied, the City must provide specific reasons for denial, and the requester has a right to receive such response in writing. Your request will be acted upon within three business days of the date of the request. If your request is denied or delayed, you will receive a written explanation. You may also contact the City of Leavenworth's Freedom of Information Officer directly to determine if the information you need is available. Be as specific as possible when requesting information.

Sarah Bodensteiner, City Clerk
City of Leavenworth
100 N. 5th Street, Leavenworth KS 66048
913-682-9201 option 9/email: sarah.bodensteiner@firstcity.org

Name of Requester: _____ Phone: _____

Address: (**requester's address** NOT the property address of records requested) _____

City: _____ State: _____ E-Mail Address: _____

RECORDS REQUESTED: Please provide a specific description of the record(s) you desire to include title, dates, names of City department which produced or hold the record(s) and address of property.

_____

_____

I, the undersigned, herby certify that neither I nor any person for whom I may be acting as agent intends to and will not use any names, or addresses contained in or derived from the records <u>to sell or offer for sale any property or service to the persons or residents of the addresses listed, and will not sell, give or receive any list of names or addresses to be used for unlawful commercial purposes</u>. [See K.S.A. 45-220 (c) (2) (A) (B) and K.S.A 45-230]

_____ _____ _____

Requestor's Printed Name **Requestor's Signature** **Date**

To be completed by Record Custodian:

Granted	Delayed		Denied	
		The record cannot be located at this time, please provide additional identification information.		The record requested is not made, maintained, kept by or in the possession of the City.
		Our search for the record is continuing. You will be contacted when it is located.		The record requested is not required to be disclosed under the Kansas Open Records Act (KSA 45-215 et seq).
		This office is attempting to establish whether the record requested is an open public record. You will be contacted.		Access to the record requested is restricted under federal or state law (law cited).

Charges: A charge for providing access to public records is authorized by state law and has been established by the Leavenworth City Commission. These charges provide reasonable compensation to the City for the costs incurred in responding to your request. The fee schedule is available for inspection in the City Clerk's Office. The charge for access to the record is calculated below.

Access Fee	First ½ hr. labor and 5 copied pages				$5.00
Staff Time		Hrs. @	$20.00	Per hour	$
Copying		Pages/Copies	$0.25	Per Copy	$
Other Charges (Specify)					$
				Total:	$

Date: _____ _____

Record Custodian

Revised January 21, 2022