



**CITY OF CHANUTE, KANSAS**  
**PO BOX 907, 101 SOUTH LINCOLN AVE., CHANUTE, KS 66720**  
**Phone: 620-431-5200 / Fax: 620-431-5209**  
**[city@chanute.org](mailto:city@chanute.org) / [www.chanute.org](http://www.chanute.org)**

## **POLICY AND PROCEDURE FOR OBTAINING COPIES OF OR ACCESS TO CITY OF CHANUTE PUBLIC RECORDS PURSUANT TO THE KANSAS OPEN RECORDS ACT-KORA K.S.A. 45-215 ET SEQ.**

### **OFFICE HOURS:**

8:00 AM to Noon & 1:00 PM to 5:00 PM, Monday - Friday, except observed holidays.

### **DESIGNATED CUSTODIAN**

City Clerk

### **INSPECTION, COPYING AND RECORD RETRIEVAL FEE**

- A. Where a request has been made for inspection of any open public record which is readily available to the record custodian, there shall be no inspection fee charged to the requester.
- B. In all cases not covered by subsection A of this section, a service retrieval, review and redacting fee for the employees engaged in the record preparation shall be charged at the lowest-cost category of staff reasonably necessary to comply with the record request.
- C. For copies in excess of 100 pages, charge of 15 cents per page will apply. Actual costs for blank CD's or flash drives will be charged.

### **PAYMENT OF FEES**

- A. If it is estimated that it will take the involved city employee more than five (5) hours to respond to the request or that the charge will exceed \$200.00, the requester will be so informed. If the requester does not respond within the three (3) days, the request will be deemed to have been withdrawn.
- B. If the cost exceeds \$200.00 the requester must prepay to the city clerk, if requested to do so.
- C. An itemized statement will be provided to the requester if the requester is charged for the record retrieval.

Payment may be made by check, credit card or money order payable to the City of Chanute.

### **WRITTEN REQUEST**

To ensure that the request is clearly understood, the City of Chanute requires requests for access to or copies of records be made in writing. All requests for records must state:

- The requestor's name,
- mailing address,
- a phone number where the requestor can be contacted, and
- detailed information about the records being requested. This will help staff in determining if the requested records exist and are in the agency's possession. Requests for records not yet in existence or documents to be created prospectively cannot be honored.

### **RESPONSE TIME**

The City of Chanute will act upon requests as soon as possible, and every effort will be made to send a response to the requestor no later than the third business day following the receipt of the request. If it appears that additional time will be needed, additional fees will be assessed, or some of the requested records are closed by law, a written response will be provided as soon as the records have been located and reviewed.