

City Hall 110 S 3<sup>rd</sup> P.O. Box 160 67144 ♦ Phone: 316-536-2243 Fax: 316-536-2737

## OPEN RECORDS REQUEST REVISED APRIL 2022

In accordance with the Kansas Open Records Act (K.S.A. 45-216), the City of Towanda will provide access to and/or copies of open records upon request. The City will respond to your request as soon as possible, but no later than three (3) business days following the date the request is received by the records custodian.

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Requested Record(s) (Please include record titles and dates if possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the purpose of:

\_\_\_\_\_

How would you like to receive the requested records? (Check One)

- By pick-up at City Hall       By mail  
 By e-mail       By fax (paper documents only)

Fee Schedule:

- Inspection Fee (per researcher): \$5.00 per ½ hour or portion thereof
- B/W Copies (up to 8 ½ x 11): \$.25 per page
- Oversized B/W Copies: \$.50 per page
- Color Copies (up to 8 ½ x 11): \$.50 per page
- Oversized Color Copies: \$1.00 per page
- CD/DVD (furnished by City): \$10.00 each
- Flash Drive/CD/DVD (furnished by requester): \$.10 per page
- Postage: Actual cost

Estimated Amount Due:

Actual Amount Due:

OFFICE USE ONLY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Payment is due upon access to or delivery of record(s) or delivery of invoice.**

Requester's Signature \_\_\_\_\_

Date \_\_\_\_\_