

**CITY OF HAYSVILLE**

PO Box 404
200 W. Grand
Haysville, KS 67060
Phone: 316/529-5900 | Fax: 316/529-5925
www.haysvilleks.gov

**REQUEST FOR
RECORD INSPECTION
OR COPY**

TO BE COMPLETE BY REQUESTER (Please print): The city may require proof of identity.

Name:	Signature:
Address:	City, State, ZIP:
Email:	Phone:

RECORD SOUGHT: Please provide as specific a description as possible of the record(s) you desire to inspect or copy. Include record titles and dates, as well as the names of city agencies or departments that produced or hold the record(s). Additional sheet may be attached.

1.	# Copies:
2.	# Copies:
3.	# Copies:
4.	# Copies:
5.	# Copies:
6.	# Copies:

CHARGES: A charge for providing access to public records is authorized by state law and has been established by the 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

RECORDS CUSTODIAN USE ONLY

The charge to you for copy(s)/inspection of the record(s) is: \$ _____

Prepayment of the above amount ☐ is required ☐ is not required.

Time of Request: Date _____ Access Provided: Date _____
Time _____ am/pm Time _____ am/pm

Certification Form Required? ☐ Yes ☐ No If Yes, is Certification Form Attached? ☐ Yes ☐ No

Charge Calculation:

Staff Time Involved: _____ Hours _____ Minutes

Hourly wage of the lowest-cost category employee reasonably necessary to fill the request: _____

Charge for use of non-office copying equipment: _____

Charge for supplies (paper, memory stick, etc.): _____

Total Charges: \$ _____

Prepaid: \$ _____

Date Received: _____

Paid: \$ _____

Date Received: _____

Billed: \$ _____

Date Received: _____

Records Custodian: _____

CERTIFICATION OF REQUESTER

I, _____, having made a written request for access to and/or
copies of _____

_____,
which is/are (a) public record(s) pursuant to the Kansas Open Records Act (KORA), do hereby certify that
I do not intend to, and will not:

- Use any list of names or addresses contained in or derived from the record(s) or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or
- Sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the record(s) or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

Signature of Requester: _____

Street Address: _____

City, State, Zip Code: _____