



222 W. Mill St., Plainville, KS 67663  
Phone (785) 434-2841

**REQUEST FOR OPEN RECORD**

**Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Description:** Please provide a specific description of the record(s) you are requesting. Include the record title, date, department, or any other pertinent information:

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

(For Records Custodian use only)

**Charges:** A charge for providing access to public records is authorized by state law. These charges are set at a level to compensate the city for the actual costs incurred in honoring records requests. The fee schedule established by the city is posted below.

		Qty		Total
Paper Copies:	\$0.50 per page	_____	\$	_____
Faxed Copies:	\$0.50 per page	_____	\$	_____
Scanned:	\$0.30 per page	_____	\$	_____
Research:	\$15.00 per half hour per employee	_____	\$	_____
Postage:	\$ _____	_____	\$	_____
Other Chages	\$ _____	_____	\$	_____
<b>Total Charges Due:</b>			<b>\$</b>	<b>_____</b>

Prepaid  Paid

I hereby acknowledge that I am aware that K.S.A. 45-230 provides: "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale, any property or service to persons listed therein, any list of names and addresses contained therein, or derived from public records..." (Exceptions noted (1), (2), (3), (4), (5) and (6).

I understand and acknowledge that a violation of this law is a fine of \$500 for each violation.

Date of Initial Information Request: \_\_\_\_\_  
Date of Initial Response to Requestor: \_\_\_\_\_  
Date Information Released to Requestor: \_\_\_\_\_  
Signature of Person Releasing Documents: \_\_\_\_\_