



# City of Udall REQUEST FOR OPEN RECORD

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

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:	\$ .25 per page	_____		\$ _____
Faxed Copies:	\$ .50 per page	_____		\$ _____
Emailed Copies:	\$ .50 per page	_____		\$ _____
Research:	\$30.00 per hour	_____		\$ _____
Any public record not readily available requiring record search per City Code Chap 1, Section 6, 1-612, Ord. 508, Sec. 2				
Postage:	\$ _____	_____		\$ _____
Other Charges	\$ _____	_____		\$ _____
<b>Total Charges Due:</b>				<b>\$ _____</b>

Prepaid  Paid  Billed  Date Paid \_\_\_\_\_

Date of Initial Response to Requestor: \_\_\_\_\_ Date Information Released to Requestor: \_\_\_\_\_

### CERTIFICATE OF COMPLIANCE WITH K.S.A. 45-220(c)

I, \_\_\_\_\_, do hereby certify that I will not use any list of names or addresses contained in or derived from the records 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 an address listed; or sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records 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.

Sign below to request a record search and to indicate your understanding of the conditions outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date