

Document provided for the Open Records request

Please complete and save the attached form. You may then email it to finance@ottawaks.gov , fax it to 785-229-3610 or mail your form to City of Ottawa, c/o Finance Department, 101 S. Hickory, Ottawa, KS 66067. If you have any questions you may call us at 229-3600.

Thank you,

City of Ottawa, KS

**CITY OF OTTAWA, KANSAS
REQUEST FOR INSPECTION/COPY OF OPEN RECORDS**

NAME: _____
Please Print

ADDRESS: _____
Street City and State

TELEPHONE: _____ - _____
Please include area code. Fax number if available.

SIGNATURE: _____

Record Sought: Please provide a specific description of the record(s) you desire to inspect/copy. Please include record titles, dates, and the names of city agencies or departments which produce or hold the record(s).

Please Note: Most records will be produced within 3 business days. If request is delayed or denied and explanation will be provided. Prepayment is not refundable after a search has been conducted.

PLEASE DO NOT WRITE BELOW THIS LINE

Charges: A charge for providing access of public records is authorized by state law and has been established by the city 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 by the city is on the back of this form. **NOTE: Prepayment of estimated cost may be required.**

Estimated Prepayment of \$ _____ is _____ required _____ not required.

Charges

Number of Copies: _____ X \$.25/page (a) \$ _____

Staff Time Involved: _____ Hours _____ Minutes (b) \$ _____
(Staff hourly rate of pay plus benefits)

Less Prepayment: (c) \$ _____

The total charge for accessing the records requested is: (a+b-c) \$ _____

Request was received:	_____ Date	_____ Time	_____ Initials
Records Provided:	_____ Date	_____ Time	_____ Initials

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 K.S.A. 45-220 (c)

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 records(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

RESOLUTION NO. 1408-07

A RESOLUTION ESTABLISHING FEES TO BE PAID BY PERSONS REQUESTING ACCESS TO PUBLIC RECORDS IN ACCORDANCE WITH THE MUNICIPAL CODE OF THE CITY OF OTTAWA, KANSAS, 1997.

WHEREAS, the Municipal Code of the City of Ottawa, Kansas, provides that the fee to be paid by persons requesting access to public records shall be established by resolution,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Ottawa, Kansas:

Section 1. Statement of Purpose. It is the purpose of this resolution to establish reasonable fees and charges for the provision of access to or copies of open public records in the possession of the City to avoid the necessity of using general public funds to subsidize services and benefits to a record requester. The City Clerk shall periodically recommend to the Governing Body such changes in this resolution as may be necessary to secure this purpose.

Section 2. Inspection Fee/Copy Cost

- (a) When a request has been made for inspection of any open public record that is available to the records custodian, but requires staff time to conduct a search, an inspection fee shall be charged at the rate of pay and benefits, per hour, per employee engaged in the search.
- (b) A fee of \$0.25 per page shall be charged for photocopying requested public records.
- (c) For copying public records that cannot be reproduced by the City's ordinary photocopying equipment, the requester shall be charged the actual cost to the city to include staff time, mileage and any other costs incurred to reproduce such records.
- (d) For maps produced by the city the requester shall be charged a rate sufficient to cover the cost of materials and labor as established from time to time.

Section 3. Prepayment of Fees

- (a) The records custodian may require prepayment of the fees established by this resolution whenever it is believed to be in the best interest of the City. The prepayment amount shall be an estimate of the costs incurred in fulfilling the request. Any overage or underage in the prepayment shall be settled prior to inspection or delivery of the requested copies.
- (b) Prepayment of inspection and/or copying fees shall be required whenever, in the best estimate of the records custodian, such fees are estimated to exceed \$25.00.
- (c) Where prepayment has been required, no record shall be made available until such prepayment has been made.

Section 4. Payment. All fees charged under this resolution shall be paid to the custodian of the records inspected and/or copied. All fees shall be paid to the City of Ottawa, Kansas.

Section 5. Effective Date. This resolution shall be in full force and effect upon its adoption.

Adopted by the Governing Body of the City of Ottawa, Kansas, this 2nd day of May, 2007.

ATTEST:


City Clerk


Mayor