

## **The Kansas Open Records Act**

The Kansas Open Records Act, K.S.A. 45-215 *et seq.* (the "Act") grants the public the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Act declares that "public records shall be open for inspection by any person" unless otherwise indicated by the Act. WSU Tech is considered a public agency for purposes of the Act and complies with all provisions thereof.

### **Public Records Maintained by WSU Tech**

Public records are any recorded information, regardless of form, characteristics, or location, which are made, maintained, or kept by or are in the possession of a public agency or any of its officers or employees pursuant to their official duties and related to the public agency. Public records maintained by WSU Tech may include, but are not limited to:

- Policies
- Minutes/records of open meetings
- Salaries of public officials
- Agency budget documents

## **Requesting a Record**

Requests to WSUTech for access to or copies of public records under the Act must be made in writing and must include the following contact information:

- Name
- Organization (if requesting on its behalf)
- Mailing address
- Email address
- Daytime phone number

A specific description of the records requested (all requests should be as specific as possible to expedite the process)

Requests should be made at [ppitts@wsutech.edu](mailto:ppitts@wsutech.edu)

## **Delayed and Declined Requests**

All effort is made to fully respond to a records request as soon as it is received. A full response may be delayed if:

Clarification or refined scope is required;

Legal issues must be resolved before requested records can be produced;

The records are archived or stored off-site; or

The scope or large volume of requested records requires more time to assess record existence, availability, and any fees incurred to produce.

If further delay is required, the College will provide its explanation and the earliest date by which it expects a response.

A request may be declined in whole or in part if:

The requested records do not exist;

The requested records are exempt from disclosure by law (see K.S.A. 45-221(a)); or

The request is insufficiently clear in scope.

Permission to access public records may also be declined if the request "places an unreasonable burden in producing public records or the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency." See K.S.A. 45-218(e).

## **Fees and Costs**

Commensurate with the actual costs of the employee time and resources, fees shall be charged for the retrieval, review (e.g. processing, examining and redacting), and productions of public records. Payment of total estimated fees is required in advance of records production.

In accordance with K.S.A. 45-219, the college has established the following fee schedule:

Staff rate for retrieval and/or review: based upon employee's annual salary/hourly pay rate

Outsourcing retrieval and/or review: actual cost incurred by the college

Specialized computer retrieval: \$75/hour

Digital transmission or mailing fee: \$1.50

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