

Kansas Open Records Act (KORA)

Under the Kansas Open Records Act, K.S.A. 45-221 et seq., public records of a state agency are open for inspection by the public, unless specifically exempted by statute from disclosure.

What Records are Available?

Most records maintained by public entities are open for public inspection and copying. Records commonly requested include, but are not limited to:

- Statutes
- Regulations
- Policies
- Minutes/Records of open meetings
- Salaries of public officials
- Agency budget documents

Actual records maintained by the agency, whether in written, photographic, or computerized form, may be requested. The Kansas Open Records Act does not require an agency to answer questions or prepare reports.

Requesting a Record

Requests for records should be made in writing. You may submit a request via email at: openrecords@ksdot.org, or at the following address or fax number:

Kansas Department of Transportation
Official Records Custodian -
Office of Chief Counsel

Eisenhower State Office Building
700 S.W. Harrison
Topeka, Kansas 66603-3754
Fax (785) 296-0119

Questions

If you have questions about the types of agency records that may be available or have other questions, please contact:

Kenneth Titus

Staff Attorney

*Freedom of Information Officer/
Official Records Custodian*

(785) 296-3831

Daniel Kahler

*Assistant to the Freedom of
Information Officer/Designated
Records Custodian*

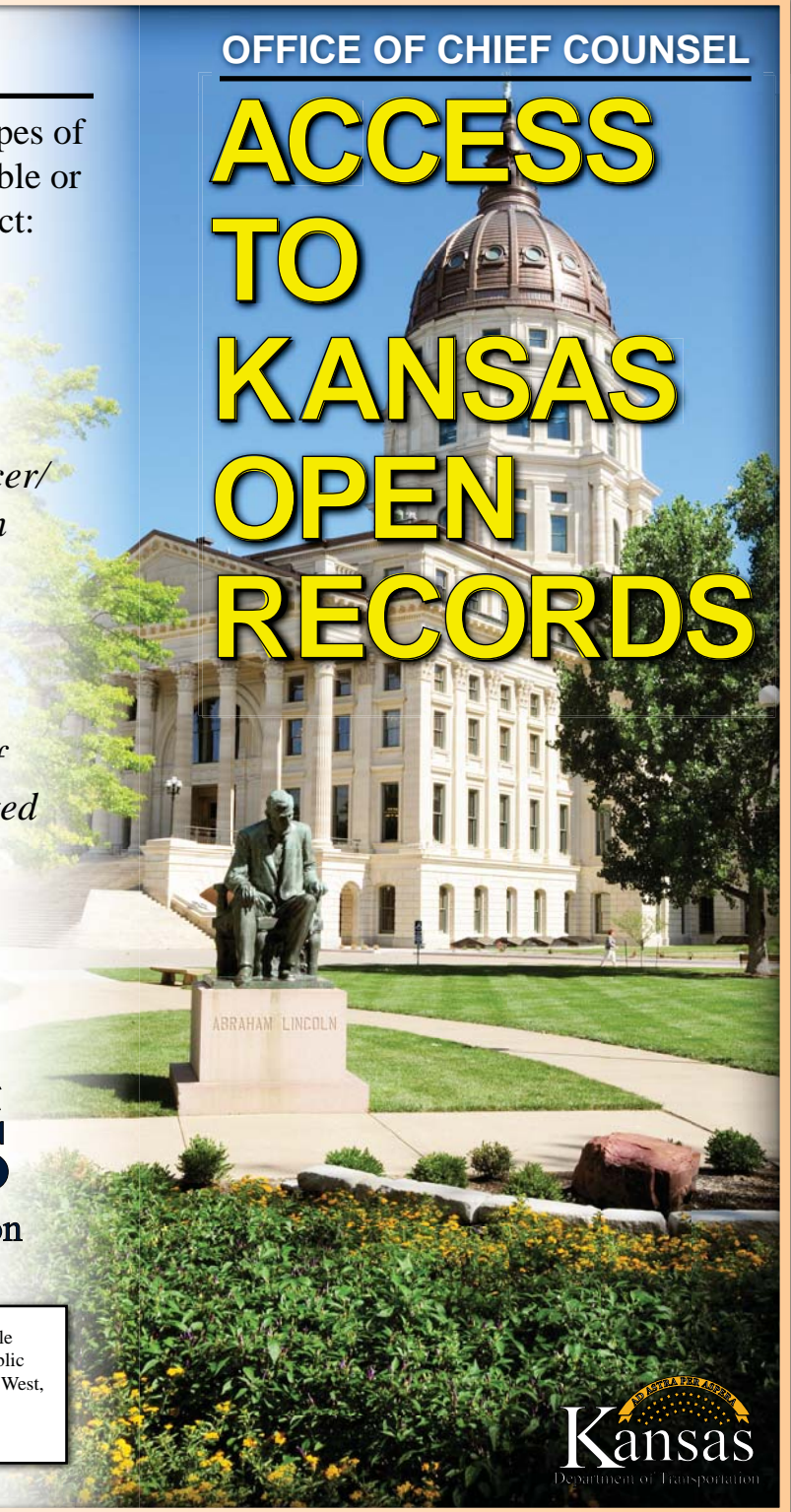
(785) 296-3831



NOTE: This information is available in alternative accessible formats. To obtain an alternative format, contact KDOT Public Affairs, Eisenhower Building, 700 SW Harrison, 2nd Floor West, Topeka, KS, 66603-3754, or (785) 296-3585 (Voice)/Hearing Impaired - 711.

OFFICE OF CHIEF COUNSEL

**ACCESS
TO
KANSAS
OPEN
RECORDS**





Fees and Charges

Reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time for processing your request.

ITEM	COST
Xerox Copy (Up to 11" X 17")	\$ 0.25 per page
Xerox Copy (Color – 8 ½" X 11")	\$ 0.59 per page
Xerox Copy (Full Size Plan Sheet)	\$ 0.38 per page
Mylar Copy (Plan Sheets)	\$ 12.00 per sheet
Microfilm Copy (8 ½" X 11")	\$ 0.43 per page
Microfilm Copy (18" X 22")	\$ 1.74 per page
CD-ROM	\$ 1.00 per CD
Fax	\$ 0.65 per page
Computer Time*	\$ 100 per hour

* Includes time spent searching electronic databases, meta-data files, electronic archives, and any production or creation of documents in a digital format.

Any items not listed above shall be billed to the requestor for the actual cost incurred. Fees shall include the cost for labor, materials, and equipment. Unless noted otherwise, the above fees do not include the staff time required to respond to requests. Staff time will be charged at the rate of pay for each person(s) whose time is used in order to assist and/or respond to a specific request. This may include the time spent to redact information from closed files. Charges may also include standard postage rates, or costs for express delivery if requested.

To Expedite the Process

You should provide a specific description of the record you are seeking to expedite the process. You may be asked to clarify what records you need so that we may be certain your request is fulfilled.

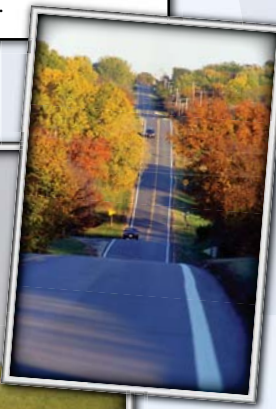
We will acknowledge the receipt of your request, and most records will be produced within three business days from the time the request is received.

If the request is delayed or denied, you will receive a written explanation for the delay or denial within those three days.

The response may inform you that it will take additional time to produce the records. Reasons for additional time may include voluminous records, complicated request parameters, unresolved legal issues, or difficulty in accessing archived records.

The response may deny your request, in whole or in part. If the request is denied, we will identify generally the records to be denied, and the specific legal authority for the denial.

You must provide proof of your identity, if requested.



Exceptions to the Open Records Act

The KORA recognizes that certain records contain private or privileged information. The Act lists several exceptions, including:

- Personnel records of public employees.
- Records protected by the attorney-client privilege.
- Records closed by the rules of evidence.
- Notes and preliminary drafts.
- Engineering and architectural estimates.
- Records that include information which would reveal the precise location of an archeological site.

A list of additional exemptions can be found in K.S.A. 45-221.

Your Rights and Responsibilities

- To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
- To obtain a copy of the agency's policies and procedures for access to records and to request assistance from the agency's Freedom of Information Officer.
- To receive a written response to your request within three business days.
- To bring a private lawsuit or to file a complaint with the Kansas Attorney General's Office if you feel you are wrongfully denied records.