

OPEN RECORDS REQEUST
(K.S.A. 45-220 et seq)

(Please print clearly)

Requester: _____ Company: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Description of information requested:

How will this information be used?

How do you prefer to receive this information: (circle on) paper electronically

How do you wish to obtain the requested information: U.S. Mail Priority Mail Fax E-mail Pick Up

I do hereby certify that I will not: (A) 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 any address listed; or (B) 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 any person who resides at any address listed.

X _____ Date: _____
(signature of requesting party)

FOR GOVERNMENT USE ONLY

Estimated materials description: _____ Cost: \$ _____
Estimated labor description: _____ Cost: \$ _____
Estimated postage description: _____ Cost: \$ _____
Estimated other description: _____ Cost: \$ _____
Total Estimated Cost: \$ _____