

**OPEN RECORDS REQUEST**  
(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 one)  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 to 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: \$ _____	

