

## **To request a record from Valley Center, follow these easy steps:**

The Kansas Open Records Act (KSA 45-215 *et seq.*) guarantees citizens the right to obtain copies of public records that are not exempt from disclosure by specific provisions of law. Citizens have a right to obtain a copy of any City agency's procedures for access to records, and to request assistance from the City Freedom of Information Officer. An agency may require that requests be submitted in writing; this form is provided for convenience, but is not required. If a request is denied, the agency must provide specific reasons for denial, and the requester has a right to receive such response in writing. Your request will be filled within three business days of the date of the request. If your request is denied or delayed, you will receive a written explanation for the delay or denial.

The City Clerk serves as Valley Center's Freedom of Information Officer, you may contact them directly to determine if the information you need is available. Remember to be as specific as possible when requesting information. Please submit requests to: [cityclerk@valleycenterks.org](mailto:cityclerk@valleycenterks.org).

Kristi Carrithers, City Clerk  
P.O. Box 188  
121 S. Meridian  
Valley Center, KS 67147-0188  
(316) 755-7310

### **What records are available?**

Most records maintained by the City are open for inspection and/or copying by individuals. Commonly requested records include:

- Ordinances
- Resolutions
- Minutes from open meetings
- Salaries of public officials
- Budgets

### **Exceptions**

The Kansas Open Records Act recognizes that some records contain information which is private in nature. For this reason, the Act lists a number of exceptions. Records which are closed for this reason may include:

- Personnel information of public employees;
- Medical treatment records;
- Records which are protected by the attorney client privilege or the rules of evidence;
- Records containing personal information compiled for Census purposes;
- Criminal investigation records; and
- Several other specific records.

For a complete listing of exemptions, see K.S.A. 45-221.

***Request for Record***  
***City of Valley Center***

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Please provide a description of the record(s) and quantity you desire. Include record titles and dates, as well as the names of City agencies or departments which produced or hold the record(s).

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**CHARGES:** A charge for providing copies of public records is authorized by state law. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. The charge to you for access to the record(s) you requested is \$\_\_\_\_\_.  
*If Staff is able to email the requested documents, per-page charges may be decreased.*

***Office use only:***

Request received by: \_\_\_\_\_

Request Date/Time: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Access Date/Time: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staff Time Involved: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

Copies at \$.25 per page \_\_\_\_\_ #of copies

Charges: \$ \_\_\_\_\_

Signature, City Clerk \_\_\_\_\_

**Please Read and Sign Below Before any Documents are Released**

The requester does not intend to, and 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. (K.S.A. 45-220)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_