

RURAL WATER DISTRICT NO. 4
Douglas County

POLICY NO: 20

**TITLE: PROCEDURES FOR OBTAINING A RECORD UNDER THE
KANSAS OPEN RECORDS ACT**

Rationale:

The District occasionally receives requests for information as permitted by the Kansas Open Records Act. In order to apply the provisions of this Act, and in order to recoup expenses associated with fulfilling the District's responsibilities under the Act, the Board of Directors established the following policy.

Policy:

1. District staff is to maintain for public use a brochure published by the Kansas Rural Water Association entitled "A Guide to Open Public Records." The information in the brochure shall serve as the guide for staff to apply the Kansas Open Records Act. If this brochure becomes obsolete, the District shall keep a similar document on hand or shall produce its own brochure for the public to have access to.
2. All requests for records are to be in writing, using the request form in the brochure. The time period given to fulfill the request is listed in the brochure and should be followed by staff.
3. The Freedom of Information Officer for the District continues to be the Secretary, and final determinations of District Policy in this area will be made by him or his designee.
4. The fees payable for copies of records are \$1.00 per page, whether copied by the staff or by the person making the request. Where staff is asked to create or assemble information that cannot be readily photocopied, the charge for assembling such information shall be \$30.00 per hour of staff time. Board of Directors meeting minutes will be posted in the office when approved.

Policy effective December 10, 2002.