

**REQUEST FOR OPEN RECORDS**

**CITY OF ANDOVER**  
1609 E CENTRAL - ANDOVER - KANSAS - 67002  
Phone (316) 733-1303  
Fax (316) 977-9460  
www.andoverks.com



*Refer to Article I, Chapter 5, Administration, Code of the City of Andover*

Date \_\_\_\_\_ Email \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone #(s) \_\_\_\_\_  
Signature \_\_\_\_\_

**Please provide a specific description of the record(s) you are requesting. Include the record title, date, department, or any other pertinent information.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"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 resided at any address listed; or 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." (See K.S.A. 45-220 (c)(2)(A)(B); or

"No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records except:" (See K.S.A. 45-230. Unlawful use of names derived from public records)

**Charges:** A charge for providing access to 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 records requests.

**CODE OF THE CITY OF ANDOVER 1-503. Inspection fee.**

- a) Where request has been made for inspection of any open public record which is readily available to the record custodian there shall be no inspection fee charged to the requester.
- b) In cases not covered by subsection a) of this section, a record inspection fee shall be at the rate of \$20.00 per hour per employee engaged in the record search. Requests that require more than two hours of time will be charged at an hourly rate equal to 125% of the employee's adjusted hourly wage.
- c) Fire and Rescue department records and report fees are charged as outlined in the most current International Fire Code adopted by the City of Andover. (Ord. 472, Sec. 1; Ord. 1514)

(For Records Custodian use only)

	Quantity	Total
Paper Copies	\$ .25 per page (8.5x11)	_____
Faxed Copies	\$ .25 per page received	_____
Research	\$ see inspection calculation above	_____
Postage	\$ _____	_____
Other Charges	\$ _____	_____

**Total Charges Due \$ \_\_\_\_\_**

Date of initial response to requestor: \_\_\_\_\_ Date Paid \_\_\_\_\_  
Date information released to requestor \_\_\_\_\_ Check # \_\_\_\_\_  
Signature of staff releasing documents: \_\_\_\_\_ Cash \_\_\_\_\_