

**City of Meriden
Request for Open Public Records**

Date of Request: _____

Time: _____

Name: _____

Address: _____

Description of open public record requested:

Recipients Signature _____

Cost: _____

CITY OF MERIDEN

P.O. Box 237
Meriden, Kansas 66512
785.484.3450

Guide to Open Records Requests

Records Available

Most records maintained by public entities are open for inspection and/or copying. The availability of records is governed by the Kansas Open Records Act ("KORA") [K.S.A. 45-215, *et seq.*]

Open Record Exceptions

The KORA recognizes that some records contain information which is confidential or privileged [K.S.A. 45-221(a).] Thus, records containing such information are unavailable. The exceptions include, but are not limited to, personnel records; medical records; attorney-client communications; criminal investigation records; notes, preliminary drafts and internal memoranda not discussed at public meetings.

How to Request a Record

Step One. Contact the City Clerk, the records custodian, to determine whether the documents you seek are available. Your inquiry can be handled more quickly if you are able to specify exactly which documents you are seeking.

Step Two. You must submit your request in writing. The records custodian will provide you the request form. Please be as specific as possible so that your request may be filled quickly and completely. The records custodian may need to ask you further questions in order to respond to you request.

Step Three. Most records will be made available within three business days from the date the full request is received. If the request is delayed or denied, you will receive a written explanation therefore.

Fees. The KORA authorizes the collection of fees to provide access or copies of documents. These fees may include staff time to fill the request and copying charges. Payment may be required in advance. If a request is approved and the records can be emailed, there will be no copying charges. If the records cannot be emailed, the documents must be personally retrieved from the records custodian unless special arrangements are made with the custodian.