City of Bonner Springs
Request for Record Inspection

Name: _____
Address: _____
_____
Phone: _____

Record Requested: Please provide as specific a description as possible of the record(s) you desire to inspect. Include record titles, dates, and the names of city agencies or departments which produced or hold the record(s).

1. _____
2. _____
3. _____
4. _____
5. _____

Fees: A fee for providing access to public records is authorized by state law and has been established by the city governing body. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request. The charge to you is .10 per copy plus the cost of staff time to prepare. Your copy of this form is your receipt.

PLEASE READ

Section 11 of the Open Public Records Act makes it a criminal offense for any person to ".....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." Consequently, custodians must not provide open public records to a requester when they know that those records will be used in violation of Section 11.

I have read and understand the above statement and will not use the records provided for the above purposes.

_____
Signature of Requester

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To be completed by Record Custodian.

Time of Request: Date _____ Time _____ Time Access Provided: Date _____ Time _____

Staff Time Involved: Hours _____ Minutes _____

Charges: $ _____ Prepaid _____ Paid _____ Billed _____

_____
Record Custodian