

POLICY AND PROCEDURE FOR OBTAINING COPIES OF OR ACCESS TO CITY OF BASEHOR PUBLIC RECORDS PURSUANT TO THE KANSAS OPEN RECORDS ACT- KORA K.S.A. 45-215 ET SEQ.

OFFICE HOURS

8:00 AM to 4:30 PM, Monday - Friday, except observed holidays. Requests received after 4:00 p.m. will be logged the next business day.

DESIGNATED CUSTODIAN

City Clerk

FEES

Fees are established by the City of Basehor Fee schedule. Any time spent fulfilling this request by City staff or 3rd party professionals will be billed at the hourly rate of each individual party respectively for the time worked fulfilling said request.

ADVANCE PAYMENT OF FEES REQUIRED

The City of Basehor will provide the requestor with an estimate of the fees before gathering and processing or providing access to the records. The estimated fees MUST be paid BEFORE the City of Basehor processes the request or provides access to the requested records. While we do our best to provide an accurate estimate of the fee, it is possible that the records can be produced for less than the estimated amount. If so, any additional amounts will be refunded. If we discover that the estimated fee or costs is too low, we will promptly advise the requestor any correction to the fee or costs, and request advance payment of any additional amounts before continuing the work. Payment may be made by check, credit card or money order payable to the City of Basehor. Returned checks will incur an additional fee of \$30.00. Processing fees for credit card payments will apply.

WRITTEN REQUEST

To ensure that the request is clearly understood, the City of Basehor requires requests for access to or copies of records be made in writing on forms provided by the City. All requests for records must state:

- The requestor's name,
- Mailing address,
- A phone number where the requestor can be contacted, and
- Detailed information about the records being requested. This will help staff in determining if the requested records exist and are in the agency's possession. Requests for records not yet in existence or documents to be created prospectively cannot be honored.

AIR EXPRESS DELIVERY

If air express (overnight) delivery is requested, the requestor MUST arrange for packaging and pick up of the records by the delivery service; all associated costs for such delivery MUST be paid by the requestor. The City of Basehor records custodian has sole discretion as to whether to honor requests for express delivery.

REQUESTS FOR ELECTRONIC FORMAT RECORDS

The records custodian will be the sole judge of the ability of the agency to comply with any request for the records to be provided in electronic format or for records that are requested to be produced in any special computer-generated format.

RESPONSE TIME

The City of Basehor will act upon requests as soon as possible, and every effort will be made to send a response to the requestor no later than the third business day following the receipt of the request. If it appears that additional time will be needed, additional fees will be assessed, or some of the requested records are closed by law, a written response will be provided as soon as the records have been located and reviewed.