



Request for Public Records

330 E. 24/40 Highway ▪ Tonganoxie, KS 66086

Full Name _____ Phone _____

Mailing Address _____ Email _____

City/State/Zip _____

Description of Record Requested _____

Would you like a copy of this record? Yes No

A copying fee of twenty cents per page will be assessed. An additional reasonable fee may be assessed to compensate for staff time used to accommodate some requests.

The K.S.A. 45-220. I certify that I do not intend to, and will not:

- a) 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 resides at any address listed;
- b) 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.

Signature of Applicant _____ Date _____

Office Use Only. Check and complete only those that apply:

_____ Access to this record was provided at the time of the request.

_____ A fee was collected in the amount of \$ _____

_____ I'm sorry, but immediate access to this record is not available. As the custodian of the record, I will provide access by the date of: _____

_____ This record appears to fall under one of the KORA exemptions. Please indicate why the requestor believes he or she has a right to access this record:

_____ Access to this record has been denied as it falls under the following KORA exemption:

(indicate reason for denial of access to record)

Records Custodian or Freedom of Information Officer:

(signature and date)

Tonganoxie USD 464

Procedures for Requesting Public Records in Tonganoxie USD 464

The USD 464 District Administrative Center is located at 330 E. Hwy 24/40 in Tonganoxie, Kansas, 66086. Records are available for inspection or copying during regular office hours, 8:30a.m.-4:00 p.m. Monday through Friday. Some records, as indicated below, may be available for inspection at other locations.

1. A request for access to a public record should be directed to the custodian of the record. The following is a list of types of records and their custodians:

TYPE OF RECORD	CUSTODIAN	LOCATION
District Records	Clerk of the Board	330 E. Hwy 24/40
Business Records	Business Manager	330 E. Hwy 24/40
Staff Records	Human Resources	330 E. Hwy 24/40
Student Records	Building Principals	TES: 1180 S. East St. TMS: 824 Washington THS: 404 E. Hwy 24/40

2. Submit a written request to the custodian of the record using the form on the other side of this page. Your request should include your name, address, phone number and a description of the record to which you are seeking access.
3. If the record falls within an exception, the custodian of the record may ask you to submit a written explanation of why you believe you have a right to access the record. By law, public records may not be used for commercial sales or solicitation purposes.
4. Upon receiving the request, the custodian of the record will retrieve the requested record and provide the record for your inspection as soon as possible.
5. If the record cannot be provided immediately, the custodian of the record will inform you in writing of the time and place at which the record will be made available.
6. Public records must not be removed from our offices. The custodian of the record will show you to an area to view the materials. If you want a copy of the record, please inform the custodian of the record who will arrange for copying. A copying fee of ten cents per page is required. In some cases, a fee may be assessed to compensate for staff time used to meet a request.
7. If you would like access to our records on a business day (Monday through Friday, excluding legal holidays) when our offices are closed, please notify the custodian of the record 24 hours in advance of the time you require access to the record so accommodations may be made.