



Submitting Requests for Information Under the Kansas Open Records Act (KORA)

The Kansas Open Records Act (KORA) allows members of the public to request public government records which are not exempted from disclosure. In order to request information under KORA from the Public Water Supply Section, please download and fill out the open records request form (http://www.kdheks.gov/download/KDHE_Open_Records_Request.doc). Please explain the information you are looking for as clearly as possible, and specify the maximum fee amount you are willing to pay.

The Public Water Supply Section charges \$22-\$32 per hour of staff time spent retrieving the relevant records. The section does not charge for staff time spent retrieving information if the total fee for time and reproduction costs (if any) would come to less than \$20. If the requester specifies that he or she wishes to receive the information in an email, and includes a valid email address, there will be no charge for reproduction of the records. If it becomes necessary to reproduce records on paper and mail them to the requester, additional charges may apply.

A request may be denied if it is made for marketing purposes, includes records which are exempted from disclosure, if it creates an unreasonable burden in producing the record, or if multiple requests from the same source appear to be intended to disrupt other functions of the agency. If you are requesting information from multiple components of the Kansas Department of Health and Environment, please contact KDHE's main KORA office (KORA_Officer@kdheks.gov). If you have questions related to the process of requesting information under KORA specifically from the Public Water Supply Section, please call Christianne Huard (785-296-7111) or email her (chuard@kdheks.gov).

For other information about Requests under KORA, please see the Attorney General's FAQ page about the Kansas Open Records Act: <http://ag.ks.gov/legal-services/open-govt/kora-faq>.

When you have completed the form, you may return it via email (to chuard@kdheks.gov), fax (785-296-5509) or postal mail to:

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