



KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT  
BUREAU OF WASTE MANAGEMENT

Access of Public Information Record  
Kansas Open Records Act

Please provide the following information for KDHE's record. The information provided will become a permanent record for the file(s) that are reviewed.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

File(s) Requested \_\_\_\_\_

<u>Current or Former Company Name</u>	<u>City</u>	<u>Permit or EPA ID#</u>

Select one of the following ways to receive the requested records:

- I want to come to KDHE and review the documents on \_\_\_\_\_ (date subject to availability)
- Hard copies mailed to above address
- Hard copies to be held for pickup on \_\_\_\_\_ (date subject to availability)
- View documents online (availability determined by number of resulting pages from request)

The records you are reviewing are part of permanent State of Kansas records, many of which are original documents that cannot be replaced. As a matter of professional courtesy, the records should be kept in the chronological order as presented for review. The records shall not be removed from the premises. The records shall not be altered, damaged or destroyed.

I fully understand the above stated policy and will comply with the Kansas Open Records Act (KORA) in obtaining these records. I also understand that the KORA prohibits a person from obtaining a list of names and addresses from public records for the purpose of selling or offering for sale any property or service to the persons listed. I certify that the use of information obtained from these records will not be used for such purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send this form to KDHE in one of the ways listed below.

**Mail:** KDHE, Bureau of Waste Management, ATTN: KORA, 1000 SW Jackson, Suite 320, Topeka, KS 66612

**Fax:** 785-296-8909 ATTN: KORA

**Email:** bwmweb@kdheks.gov (with 'KORA' in the subject line)

## **KDHE OPEN RECORDS POLICY, APPENDIX C**

### **FEES FOR COPIES OF OPEN RECORDS**

The Kansas Open Records Act (KORA) allows a public agency to establish reasonable fees for providing access to or furnishing copies of public records. Fees for providing copies of records shall not exceed the actual cost of providing the copies, including staff time required to make the information available. A fee of up to 25 cents per page for paper copies is deemed reasonable. (KSA 45-219.)

In accordance with these requirements, the following fees shall be charged by each bureau, office, or program of KDHE for providing copies of open records:

#### **Paper Copies**

8½" x 11", 8½" x 14"	25 cents per page
11" x 17"	50 cents per page
Other formats, labels	Fee shall reflect actual cost

#### **Electronic Media**

3½" diskette	50 cents per diskette
CD	50 cents per CD
Videocassette	\$1.50 per videocassette
Audio cassette	\$1.25 per audio cassette
Other media	Fee shall reflect actual cost

**E-mail** No charge

#### **Staff time**

In addition to the fees above, the cost of staff time for making the records available may be charged. Clerical time shall be billed at \$10 per hour. The per-hour fee for computer programming time should reflect the actual cost to the agency of the staff time utilized. Fees may be assessed for staff time for searching for the requested information but should not include time used for photocopying and mailing.

#### **Waiver of small fees**

If the total fee for a records request is less than \$10.00, the fee shall be waived. Fees for higher amounts may be waived if waiver of the fee would be in the public interest. If multiple requests are received from the same requester in a 30-day period, fees may be charged if the total of the fees for all the requests in the 30-day period is \$10.00 or more.

#### **Fax**

Records may be provided by fax at the discretion of the bureau. The per-page fee shall be the same as for providing an 8½" x 11" paper copy. At the discretion of the bureau, the requester may be charged for any long distance fees incurred. If a record must be photocopied before it can be faxed, an additional 25-cent fee may be charged for each copy.

#### **Advance payment**

Advance payment for fees may be required at the discretion of the bureau or program.

**Off-site copying**

If files are transferred off-site for copying by a private vendor, the total fee assessed to the requester shall not exceed the amount allowed by this policy.

**Exceptions**

This fee schedule shall not apply to the following records:

- Certified copies of vital records from the Office of Vital Statistics
- Analytical data products aggregated in response to an *ad hoc* request from the vital statistics database
- Data products from the Health Care Data Base
- Publications or reports for which specific fees have been established, provided that the fee does not exceed the actual cost of furnishing the publication or report