



FREDONIA CITY HALL
100 NORTH 15TH STREET
FREDONIA, KANSAS 66736

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FAX: (620) 378-2693
www.fredoniaks.org

OPEN RECORDS REQUEST FORM

(To Be Completed by Requester)

Name: _____ (Printed)
Address: _____ (Street)

(City, State)
Phone Number/Email _____

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

1. _____
2. _____
3. _____

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; or (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 (KSA 45-220 (c) (2))

Signature of Requestor: _____ Date ____/____/____

(The Following to be Completed by Record Custodian)

Charges: A charge 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 the above request. The fee schedule established by the city is posted in this office.

	Quantity	Total
Paper Copies \$.25 per page (8.5x11)	_____	_____
Faxed Copies \$.25 per page received	_____	_____
Research Cost based on employee's hourly rate	_____	_____
Postage Cost based on postage fees	_____	_____
Other Charges _____		
Accident/Fire Reports \$10 each		
	Total Charges Due \$	_____

Date Paid ____/____/____ by Check # _____ Cash _____ Credit/Debit Card _____
Receipt # _____

Date information released to requestor ____/____/____

Signature of staff releasing documents _____