

ACCESS TO PUBLIC RECORDS
SALINA UNIFIED SCHOOL DISTRICT NO. 305

1511 Gypsum, BOX 797
Salina, KS 67402-0797

In accordance with the Kansas Open Records Act, the Salina Public Schools has established the following procedures to allow inspection and copying of the public records of Salina USD 305 as required by law.

(A) Each request for access to open public records shall be acted upon as soon as possible but not later than the third business day following the date the request is received. If access to the record cannot be granted by the end of the third business day following receipt of the request, the custodian of records will provide a detailed explanation of the cause for delay and the place and earliest time and date the records will be available for inspection. If access is denied, the custodian of records shall, upon request, provide a written statement of the grounds for denial and shall cite the specific provision of law under which access is denied. This written statement shall be provided to the requestor not later than the third business day following the date the request for the statement is received.

(B) Requests for open public records may be made Monday through Friday, 8:00 a.m.-4:00 p.m. (except on holidays and non-duty days as designated by the school district). With advanced notice, arrangements will be made to access records on regular business days when Salina USD 305 schools and offices are closed. Please contact Deborah Howard, Clerk of the Board, to make these arrangements.

(C) No original public record shall be removed from any school district facility without the written permission of the custodian of records. Copies of open public records shall be made while the records are in the possession, custody, and control of the administrator of the department that maintains the records and copies should be made under the supervision of such administrator.

(D) A fee of ten (\$.10) cents per page shall be charged for copies of 11 or more pages of records, which includes the cost of photocopying materials, equipment depreciation, and staff time. Research time over 30 minutes required to find, gather, or research the records will be charged at the rate of \$15 per hour, prorated to the nearest 10 minutes. Additional costs incurred by the district to obtain the information requested from other sources or for a special format requested will be charged at the actual cost to Salina USD 305 to provide the record. The actual printing or purchase cost of reports, pamphlets, books or other documents published by the school district shall be charged as the fee for extra non-archival copies of such publications. The custodian of records shall also charge a fee for the actual expense incurred to deliver copies of open public records by long distance fax, U.S. mail or other delivery service. All fees charged by the custodian of records shall be collected before the requestor is allowed access to the public records. These fees shall be receipted and remitted to the treasurer on a monthly basis and will be credited to the General Fund. No fees shall be charged for inspection and/or copying of open public records by persons who are performing services for or in conjunction with the school district, including: board of education members, committees, site councils, employees, volunteers, consultants, professionals, including attorneys, architects, engineers, and physicians, or agencies working in cooperation with the schools.

Questions concerning public records should be directed to the Clerk of the Board, Deborah Howard, (785-309-4727). Disputes over access to records will be handled by the district's Freedom of Information Officer, Jennifer Bradford-Vernon, (785-309-4723).

**SALINA PUBLIC SCHOOLS, USD 305
REQUEST FOR PUBLIC RECORDS**

Public Record(s) Requested:

Form in which you wish to receive the records (ie. photocopies, printouts, labels, etc.):

NAME (please print) _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

DAYTIME PHONE (optional) _____

CERTIFICATION OF USE OF PUBLIC RECORDS FROM USD 305 (Authorized by K.S.A. 45-220)

I, _____ do hereby certify that I do not intend to, and will not;
(A) use any list of names or addresses contained in or derived from public records of or information from Salina USD 305 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 information from Salina USD 305 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 _____ **Date** _____

FEE SCHEDULE

Research time: \$15 per hour maximum (\$2.50 per 10 minutes)
No fee for 30 minutes or less

Copy fees: No fee for 1-10 pages
\$.10 (10 cents) per page
(Includes photocopying materials, equipment depreciation, and office staff time)

Any other expenses incurred to obtain or deliver the information requested from other sources, or for a special format requested, will be charged at the actual cost to USD 305 to provide the record.

FOR USD 305 CUSTODIAN OF RECORDS

Date request received: _____ **Department:** _____

Request for access/copies of record: **Granted** _____ **Date:** _____ **Denied:** _____ **Date:** _____

Cost estimate: \$ _____ **Date:** _____

Fee charged: _____

Date request filled: _____

Payment: \$ _____ **Date Received:** _____