



# KORA Open Records Request Form

## SECTION TO BE COMPLETED BY REQUESTOR

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Copies sought:** Please provide the most specific description of the desired record(s) copies. Include record titles and applicable dates as well:

RECORD / TITLE	DATE	NUMBER OF COPIES
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

## ASSOCIATED FEES

In accordance with K.S.A. 45-219(c), the Kansas City Board of Public Utilities (BPU) may charge fees that reflect the actual cost of staff time and materials necessary to search for, retrieve, review, and provide access to public records.

## ESTIMATED COSTS MAY INCLUDE

**Staff time:** Staff time is billed in 15-minute increments. Hourly rate is based on the actual compensation (including salary and benefits) of the employee(s) completing the request.

**Copies:** There is no charge for the first 100 pages for Kansas residents only. After 100 pages, \$0.25 per page. Out-of-state requesters can be charged for all pages copied.

**Electronic records:** A base fee may apply for data extracted from electronic system, starting at \$15.00 depending on format and complexity.

**Prepayment:** Prepayment is required if the estimated charge exceeds \$25.00. The final cost may be adjusted after processing:

- If the final cost is less than the estimate, the requester will receive a refund.
- If the final cost is greater than the estimate, BPU will notify the requester and request approval before proceeding further.

Payment must be made by check or money order, payable to:  
Kansas City Board of Public Utilities

Include name, address, and phone number on the check. A driver's license number or date of birth may be requested for verification.

## TO BE COMPLETED BY BPU PERSONNEL

Date of request: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time of receipt: \_\_\_\_\_

Date completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time request completed: \_\_\_\_\_

Time involved: Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Total charge: \$ \_\_\_\_\_.

Staff name and title: \_\_\_\_\_

Staff signature: \_\_\_\_\_

## **CERTIFICATION**

The person signing this certification has submitted the attached request for records to the Kansas City Board of Public Utilities (BPU), and hereby certifies:

1. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not use any list of names or addresses contained in or derived from the records or information obtained from BPU, for the purpose of selling or offering for sale any property or service to any person on the list or to any person who resides at any address on the list.
2. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not give, or otherwise make available to any person or entity, any list of names or addresses contained in or derived from the records or information obtained from BPU for the purpose of allowing that person to sell or offer for sale any property or service to any person on the list or to any person who resides at any address on the list.
3. That he/she and any entity on whose behalf the request is being submitted has been informed and is aware that to knowingly sell, give, or receive any list of names and addresses contained in or derived from public records, for the purpose of selling or offering for sale any property or service to persons on the list is a violation of state statute (K.S.A.45-230) and that any person violating the prohibition shall be liable for the payment of a civil penalty.

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Signature

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Print Name and Title

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Date