



KORA Open Records Request Form
Kansas City Board of Public Utilities (BPU)

SECTION TO BE COMPLETED BY REQUESTOR:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ **E-MAIL ADDRESS:** _____

SIGNATURE: _____

Please provide the most specific description of the desired record(s) copies. Include record titles and applicable dates as well as the names of the BPU departments which produced or hold the desired record(s):

ASSOCIATED CHARGES

A charge for providing copies of public records is authorized by State law. These charges are set at a level intended to compensate BPU for the actual costs incurred in honoring your request. Payments shall be made by check or money order payable to: Kansas City Board of Public Utilities or BPU. **Checks are required to have the Name, Address, and Phone Number printed on the check.** The driver's license number and date of birth may also be required.

Before your records are released, you may be required to prepay the estimated charges associated with your request.

All staff time required to search for, retrieve, review, redact, prepare, and provide records, including electronic records, will be billed at the staff member's actual hourly salary or wage. The lowest-cost category of staff reasonably necessary to fulfill the request will be used in good faith by BPU.

In addition to staff time, the following charges will be assessed:

- 10 printed pages or less: No additional charge
- 11 printed black and white pages or more: \$0.21 per page
- 11 printed color pages or more \$0.27 per page

BPU may require prepayment if the estimated charge exceeds \$25.00. If the full charge exceeds the estimated charge, the difference is due and payable prior to delivery.

Prohibited Uses of Public Records:

KORA prohibits using lists of names and addresses as a marketing tool except in very limited cases. If you request a public record that has names and addresses on it, BPU may require you to certify that you will not use the names and addresses for any prohibited purposes. If you do not sign the form, BPU will not provide you with the records. If you use the names and addresses for any prohibited purpose, you could be subject to a civil penalty of up to \$500 for each violation per K.S.A. 45-230.

BPU has a responsibility to protect certain records from disclosure; therefore, **Legal Department approval may be required.**

PLEASE SIGN CERTIFICATION ON NEXT PAGE →



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.

Signature

Printed Name & Title

Date