



Barton Community College's policy on the Kansas Open Records Act

The Freedom of Information Officer (Director of Public Relations and Marketing or designee) will act on requests for open records as soon as possible. However, if it appears it will take some time to provide records or notification of fees is required, a response will be provided within three (3) College working days of the request, estimating fees and providing further information regarding the College's ability and plans to provide the requested records.

The College is not required to develop or produce any record not already in existence. There is no requirement for the College to create a new record upon request.

Standardized reports provided by the College will either be hard-copy or in Adobe Portable Document Format (PDF) or in another format already utilized by the College to produce the requested report.

For public records stored electronically that can be produced using software already utilized by the College without software modifications, no fee is charged for public records requiring less than 30 minutes to obtain.

Barton Community College does not define email addresses in bulk as Directory Information. Listings of multiple student email addresses are not produced for any purpose.

Requestors are asked to use Barton's Public Records Request form to ensure a complete and thorough request with an efficient turnaround.

The following fees are charged to provide records under this procedure:

\$.10 per page copying/printing public records

\$1.00 per page faxes

\$1.00 per tape/disk audio tapes/computer disks

\$3.00 per VHS/DVD

\$1.00 per CD

Based on Employee's Hourly Rate actual staff time involved

Based on Administrator's Hourly Rate actual administrative staff time involved

Such fees are in addition to all record retrieval expenses such as mileage and depository access charges.

Sample Reasons for Denying Access to Public Records

Permission to inspect or copy public records may be denied if, for example, (but not limited to):

(1) the request "places an unreasonable burden in producing public records" or (2) the custodian of the records "has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency." Denial of a person's inspection or copying requests must be explained in writing if the person requests such an explanation.

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This form is being provided to potential requestors as a helpful guide for composing an effective request for public information. Requestors should not consider this form to be mandatory.

Date:

Freedom of Information Officer
Barton Community College
Department of Public Relations & Marketing (Office C-129)
245 NE 30 Rd. Great Bend, KS 67530

RE: Open Records Request

Dear Freedom of Information Officer:

Under the Kansas Open Records Act (KORA), K.S.A. 45-215 et seq., I request access to or copies of the following records *(please be as specific as possible in describing the records you want and the time period your request covers; attach additional pages if necessary)*:

I request the information be provided in the following format if possible (please check one):

- Paper
 Electronic

My contact information is:

Name: _____ Daytime Phone Number: _____

Address: _____

Street Address

City

State

Zip Code

Email Address: _____

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.

Sincerely,

(Name of Requestor)