

*The Kansas Open Records Act governs most records maintained by:*

## CITIES



## COUNTIES



## SCHOOL DISTRICTS



## STATE AGENCIES



## AND OTHER PUBLIC ENTITIES

For a complete copy of the Kansas Open Records Act, contact your local Freedom of Information Officer or go to [www.kslegislature.org](http://www.kslegislature.org), then click the statute tab and type in the act number in the "Section Number" box. The Kansas Open Records Act starts at K.S.A. 45-215.

# Questions?

Contact your local Freedom of Information Officer if you have any questions concerning:

- What records are open and available;
- How to obtain a record;
- Any dispute relating to open records;
- The cost of an open record; or
- Any other question relating to open records.

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The local Freedom of Information Officer for this public agency is:

**City Clerk  
City of Galena  
211 W 7th Street  
Galena, Kansas 66739  
Monday - Friday  
8:00 am to 4:00 pm  
[www.galenaks.gov](http://www.galenaks.gov)**

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# *A Guide to* Open Public Records



## What Records Are Available?

Most records maintained by public entities are open for inspection and/or copying by individuals. Commonly requested records include:

- Ordinances
- Resolutions
- Minutes from open meetings
- Salaries of public officials
- Budgets

## Exceptions

The Kansas Open Records Act (KORA) recognizes that some records contain information which is private in nature. For this reason, the Act lists a number of exceptions. Records which are closed for this reason may include:

- Personnel information of public employees;
- Medical treatment records;
- Records which are protected by the attorney-client privilege or the rules of evidence;
- Notes and preliminary drafts;
- Criminal investigation records; and
- Military discharge papers;
- Records related to security measures;
- Records related to domestic abuse shelters; and
- Several other specific records

For a complete listing of exemptions, see K.S.A. 45-221.

## How to Request a Record

### Step 1

Check with the records custodian or local Freedom of Information Officer to determine whether the information that you need is available. Please remember to be specific when requesting information so that the custodian will be able to better serve you.

### Step 2

You may be asked to submit your request for information in writing. The records custodian may have a prepared form for this purpose. Make sure your request is as specific as possible so that your request may be filled quickly and completely. The records custodian may ask detailed questions in order to fulfill your request accurately.

### Step 3

Most records will be produced within three business days from the time the request is received. If the request is denied, you will receive a written explanation for the delay or denial.

### Step 4

If you have any questions about your request, contact your local Freedom of Information Officer.

## Fees

The Kansas Open Records Act authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee may be requested in advance and may include:

- Cost of staff time required to make the information available.
- Cost of copying or reproducing the record.



## Why Would My Request Be Denied?

Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. There are a number of reasons a request may be denied:

- The specific record requested does not exist;
- The request was unclear and should be resubmitted with more detail;
- The record requested is closed to protect an important privacy interest (see the list of exceptions to KORA at K.S.A. 45-221).