

**RECORD REQUEST  
CITY OF ELLINWOOD**

(To be completed by requester, please print) NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY & STATE: \_\_\_\_\_

Copies sought: Please provide as specific a description as possible of the record(s) you desire to see or receive a copy of. Include record titles and dates, as well as the names of city departments which produced or hold the record(s), if known:

Record Title	Date	Number of Copies
1.) _____		
2.) _____		

**Certification of Requester**

I, \_\_\_\_\_, having made a written request for access to and/or copies of the above public record(s) pursuant to the Kansas Open Records Act (KORA), do hereby certify that I do not intend to, and will not:

- Use any list of names or addresses contained in or derived from the record(s) 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
- Sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the record(s) 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.

\_\_\_\_\_  
Signature of Requester

Charges: A charge for providing copies of public records is authorized by state law and has been established by the city governing body. If a requested copy is not readily available to the record custodian, an inspection fee of \$15 per hour (\$3.50 minimum) will be charged for each request. A fee of \$.50 per page shall be charged for photocopying public records, such fee to cover the cost of labor, materials and equipment. Postage, if needed, will be passed on to requester.

**OFFICE USE ONLY: Prepayment of estimated fees may be required at time of request**

Inspection Fee (if applicable) _____	\$ _____
Charge per page copied: _____ @ \$.50 per page	\$ _____
Postage Costs (if applicable) _____	\$ _____
 Total Fees	 \$ _____

\_\_\_\_\_  
Records Custodian