

**CITY OF HAYSVILLE, KANSAS
REQUEST FOR PUBLIC RECORD**

Name of person requesting record: _____
(PLEASE PRINT)

Address: _____ Phone No. _____

Records Requested: Please provide a specific description of the record(s) to copy or view. Include record titles and dates, if known, as well as the department that produced or holds the record.

Record Title / Date	View (Please mark one)	Copy	No. of Copies
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

I hereby certify that I do not intend to, and will not, 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; and do not intend to, and will not, give or otherwise make available said information to any other person for that purpose.

Your Signature _____ Date _____

FEES: A fee for providing copies or access to public records has been established by the Governing Body and may include the cost for staff time plus a copy charge of \$.25 per page, or may be a standard minimum fee. Records can be viewed by the public in the presence of a staff member.

FOR USE BY RECORDS CUSTODIAN

Access / copies of records approved: _____
Records Custodian / Date

Staff Time: Name of Employee - _____ Time Involved - _____

FEES: # of copies x \$.25/copy = \$ _____
Staff Time Fee or Minimum Charge = _____

TOTAL AMOUNT DUE: \$ _____

Access / copies of records denied: _____
Records Custodian / Date

REASON FOR DENIAL:

1. _____ The record is not made, maintained, or kept by the City of Haysville.
2. _____ The record is not required to be open to the public.
3. _____ Any available method of mechanical reproduction would result in damage to the requested record.
4. _____ Identity of the record cannot be ascertained from the description given.

If you have questions about the accessibility of the record(s) denied, or you believe access was denied in error, please contact the Freedom of Information Officer designated by the City. The Freedom of Information Officer for the City of Haysville is the City Clerk.