

**REQUEST FOR RECORD COPY / INSPECTION (OPEN RECORDS)**  
**CITY OF SPRING HILL**  
**(To be completed by the requestor)**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

I hereby acknowledge that I am aware that K.S.A. 45-230 provides: "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records...." (Exceptions noted (1), (2), (3), (4), (5) and (6).

I understand and acknowledge that a violation of this law is a fine not to exceed \$500 for each violation.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COPIES SOUGHT:** Please provide as specific a description as possible of the record(s) you desire to copy. Include record titles and dates, as well as the names of city agencies or departments which produced or hold the record(s):

| <u>RECORD TITLE/DATE</u> | <u># of copies desired</u> |
|--------------------------|----------------------------|
| 1. _____                 | _____                      |
| 2. _____                 | _____                      |
| 3. _____                 | _____                      |
| 4. _____                 | _____                      |

**INSPECTION FEE**

- a) When a request has been made for inspection of any open record that is readily available to the record custodian, there shall be no inspection fee charged to the requestor.
- b) In all cases where inspection of any open record is not readily available, a record inspection fee shall be charged at the rate of \$30 per hour per employee engaged

in the record search. A minimum charge of \$30 shall be charged for each such request.

**COPYING FEE**

- a) In addition to the fees as set forth under INSPECTION FEE, a fee of \$0.25 per page shall be charged for photocopying of public records, such fee to cover the cost of labor, materials and equipment for copying said records; and \$1.80 per page for scanned documents. The \$30 per hour per employee for research time is contingent upon personnel being available for record research.
- b) In the event any public record cannot be reproduced by the City’s photocopying equipment, the requestor shall be charged the actual cost to the City, in addition to staff time, to reproduce such records.
- c) With respect to the Spring Hill Police Department records, the copying fees set forth in subparagraph (a), are modified with respect to the following records:
  - 1. Offense Reports: \$5.00 for the first page, \$0.25 per additional page.
  - 2. Accident Reports: \$10.00 for the first page, \$0.25 per additional page.
  - 3. DVD/Photo Disk: \$25.00
  - 4. Fingerprinting: \$25.00

**PREPAYMENT FEE**

- a) The record custodian may require prepayment of the fees established by Resolution 2018-R-10 whenever he or she believes this is to be in the best interest of the City. Prepayment shall be an estimate of the inspection and/or copying charges accrued in providing the record request. Any overage or underage in the prepayment shall be settled prior to inspection of the requested copies or delivery of the requested copies.
- b) Prepayment of inspection/copying of fees shall be required whenever, in the best interest of the record custodian, such fees are estimated to exceed \$50.
- c) When prepayment is required by the record custodian, no records shall be made available to the requestor until prepayment has been made.

**REQUEST FOR RECORD COPY  
(To be completed by Record Custodian)**

**Requested:Date**\_\_\_\_\_ **Time:**\_\_\_\_\_AM/PM

**Available: Date**\_\_\_\_\_ **Time:** \_\_\_\_\_AM/PM