

CITY OF WESTWOOD, KANSAS

**REQUEST FOR RECORD INSPECTION OR COPY  
PURSUANT TO OPEN RECORDS ACT K.S.A. 45-215 - 230**

**ACKNOWLEDGEMENT OF OPEN RECORDS ACT PROVISIONS**  
(TO BE COMPLETED BY REQUESTOR. PRINT CLEARLY OR TYPE.)

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

BUSINESS ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

I hereby acknowledge that I am aware that K.S.A. 45-220 provides: "The requester does not intend to, and will not...use any list of names or addresses contained in...the records or information for the purpose of selling or offering for sale any property or service to any person listed or who resides at any address listed; or ...sell, give, or otherwise make available to any person any list of names or addresses...derived from the records...for the purpose of allowing that person to sell or offer for sale any property or service to any person listed..." and that exceptions to open records are stated in K.S.A. 45-221.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RECORDS REQUESTED**

(TO BE COMPLETED BY REQUESTOR. USE A SEPARATE REQUEST FOR EACH RECORD.)

Name of Document \_\_\_\_\_

\_\_\_\_\_ Archived (through 12/31/98) \_\_\_\_\_ Current: (1/1/99 forward)

Certified \_\_\_ Yes \_\_\_ No # of paper copies: \_\_\_\_\_

Mailed \_\_\_ Yes \_\_\_ No Electronic copy (if available): \_\_\_\_\_

**CHARGES: (TO BE COMPLETED BY RECORDS CUSTODIAN - CHECK ALL THAT APPLY)**

\_\_\_\_\_ Pre-authorized staff research time @ \$15.00 pr hr \_\_\_\_\_

\_\_\_\_\_ Copies @ \$ .50 per page (first 10 pages no charge) \_\_\_\_\_

\_\_\_\_\_ Certified @ \$1.00 per document \_\_\_\_\_

\_\_\_\_\_ Postage @ 1<sup>st</sup> class rate (C.O.D.) \_\_\_\_\_

\_\_\_\_\_ City of Westwood Zoning Code \$5.00 per copy \_\_\_\_\_

\_\_\_\_\_ City of Westwood Code Book - Actual cost of copying entire book at commercial copying establishment plus 1 hour (\$15.00) fee for employee time. \_\_\_\_\_

TOTAL COSTS \$ \_\_\_\_\_

Requested: \_\_\_/\_\_\_/\_\_\_

Received by: \_\_\_\_\_

Provided: \_\_\_/\_\_\_/\_\_\_

Provided by: \_\_\_\_\_

**CITY OF WESTWOOD KANSAS  
RECORD INSPECTION, COPY DELAY OR DENIAL NOTICE**

TO: \_\_\_\_\_  
Please print

ADDRESS: \_\_\_\_\_  
Street City, State, Zip

Your request, dated \_\_\_\_\_ for \_\_\_\_\_ inspection, \_\_\_\_\_ copies of the following records have \_\_\_\_\_ delayed / \_\_\_\_\_ denied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason for the delay or denial is:

- The record requested cannot be located at this time.
- This office is attempting to establish whether your request is an open record.
- Please provide additional identification information.
- Our search for the record is continuing and you will be contacted when it is completed.
- Production of copies of the requested record is not required under the Kansas Open Records Act.
- Copying the record requested is restricted under federal or state law.
- Available mechanical reproduction would result in damage to the record.
- Other \_\_\_\_\_

It is your right to challenge a denial by means of legal action.

\_\_\_\_\_  
City Clerk