Make your request as specific as possible to expedite the process.

You must provide proof of identity, if requested.

Most records will be produced within three business days from the time the request is received.

If your request is delayed or denied, you will receive a written explanation for the delay or denial within those three days.

Additional information, including the complete Kansas Open Records Act and a summary and explanation of the act produced by the Kansas Attorney General can be obtained at:

www.kansas.gov/ksag.OPEN/idex.htm

If you have questions about your request, please contact the City Administrator at 620.723.2751 or administrator@greensburgks.org.
Your Rights

It is your right to inspect and obtain copies of public records which are not exempt from disclosure by a specific law.

It is your right to obtain a copy of the City’s policies and procedures for access to records and to request assistance from the City’s Freedom of Information Officer.

- To receive a written response to your request within three business days.
- The response may inform you that it will take additional time to produce the records. Reasons for additional time may include voluminous records, a complicated request, unresolved legal issues, or difficulty in accessing records in dead storage.

It is your right to bring a private law suit or to file a complaint with the Kansas Attorney General’s Office if you feel you are wrongfully denied records.

What records are available?

Most records maintained by public entities are open for inspection and/or copying by individuals. Records commonly requested include, but are not limited to:

- Resolutions
- Minutes from open meetings
- Salaries of City officials and employees
- City Budgets
- Policies

Exceptions to the Open Records Act

The Kansas Open Records Act recognizes that some records contain private or privileged information. For this reason, the act lists a number of exceptions, up to and including:

- Personnel information of City Employees
- Medical treatment records
- Records which are protected by attorney-client privilege or the rules of evidence
- Records containing personal information, disclosure of which would invade personal privacy
- Notes and preliminary drafts
- Criminal investigation records, and
- Several other specific records outlined in Kansas Statute.

Why would my request be denied?

Every attempt will be made to provide the information being requested, however, it is not always possible to fulfill the request. Reasons a request may be denied include:

- The specific record requested does not exist
- The request was not clear and should be resubmitted with more detail
- The record requested is closed to protect an important privacy interest.

To make a records request

- You must request records written, photographic or computerized.
- Request the appropriate records custodian to find if the record you need exists.
- Be ready to provide a specific record for what you seek.
- You must submit your request in writing.

For a complete list of exemptions and exceptions, see K.S.A. 45-221. The City is only required to provide public records that already exist.