

OPEN RECORDS POLICY
City of Mission Hills, Kansas

Overview

The Kansas Open Records Act, K.S.A. 45-215 *et seq.*, as amended from time to time ("KORA"), governs most records maintained by public agencies as defined in K.S.A. 45-217. The City is a public agency that operates with transparency to promote an open and accessible government. This Open Records Policy establishes the general principles by which the City operates to carry out the purpose and provisions of KORA and City Code Section 1-901 *et seq.*

Available Records

Any individual may request "public records" as defined in K.S.A. 45-217, which generally means any recorded information that the City has on file at the time the request is made. The City is not obligated to create a record. In addition, the City is not required to provide copies of audio/visual items or devices, unless such items or devices were shown or played to a public meeting of the governing body, pursuant to K.S.A. 45-219.

Most records maintained by the City are open for inspection and/or copying during the regular hours of operation for City Hall (8:30 a.m. to 4:30 p.m. Monday through Friday, excluding holidays). The City may facilitate in-person listening/viewing of audio/visual records at City Hall during regular hours of operation, but no recording devices (including cell phones) will be permitted.

Commonly requested records include ordinances, resolutions, minutes from open meetings, salaries of public officials, and budgets. Most of these items are available on the City's website at www.missionhillssks.gov.

The City Clerk is the City's official record custodian. The City Administrator may appoint additional record custodians as needed.

Exceptions

KORA recognizes that some records contain information that is private in nature. For this reason, there are a number of exceptions identified in K.S.A. 45-221, including but not limited to:

- Personnel information of public employees
- Medical treatment records
- Records protected by the attorney client privilege, rules of evidence and other federal and/or Kansas law
- Records containing certain personal information
- Correspondence between the City and a private individual, other than correspondence intended to give notice of City action, policy or determination related to the City's regulatory or enforcement responsibility
- Notes and preliminary drafts

- Criminal investigation records
- Records related to security measures

See K.S.A. 45-221 for a complete listing of exceptions.

Record Request Procedures

1. Check with the City Clerk to determine whether the information that you need is available. Please be courteous and specific when requesting information so that the City Clerk will be able to serve you better.
2. You may be asked to submit your request for information in writing on the Request for Copy of Open Records form. Make sure your request is as specific as possible so that your request may be filled quickly and completely. The City Clerk may ask detailed questions in order to fulfill your request accurately.
3. The City must respond to a record request by the end of the third business day following the date that the City received the request. The City's response may include the requested information, a written explanation that more time will be needed to gather the requested information, or a written statement of the grounds for denying the record request.

Fees

KORA authorizes public agencies to charge fees for providing access to or furnishing copies of public records, including:

- Cost of staff time required to make the information available, and
- Cost of copying or reproducing the record (\$0.25 per page).

The City may request pre-payment of estimated fees.

Questions

Contact the City Clerk with any questions relating to open records.