

**RURAL WATER  
DISTRICT NO. 9,  
JEFFERSON COUNTY  
KANSAS  
OPEN RECORD POLICY**

**PROCEDURES FOR OBTAINING  
ACCESS TO AND COPIES OF RECORDS**

**PRINCIPAL OFFICE:  
8463 Oak Point Road  
OZAWKIE, KANSAS**

**Official Custodian & Freedom of Information  
Officer: \_\_\_\_\_**

**POLICIES AND REQUIREMENTS**

**1. Policy:**

It is the policy of the Rural Water District No. 9 that all Water District records shall be open to the public for inspection and copying pursuant to the Kansas Open Records Act.

**2. Written Requests:**

Rural Water District No. 9 requires that any request for access or copies of records be in writing, so as to adequately document the request, to clarify exactly what records are sought, and to determine the requester's right to access. This written request shall state the requester's name and address, the information necessary to ascertain the records to which the requester desires access, and the requester's right to access (for public records which are not confidential or may be discretionarily disclosed pursuant to K.S.A. 45-221 or other law, it will be sufficient to state Kansas Open Records Act. K.S.A. 45-215 et. Seq. as the requester's right to access.) It is critical to the identification of the record sought by the requester that such request be as specific as possible. Requests will be honored for documents in existence at the time of the request. Documents may not be requested prospectively. It would be helpful for the requester to provide a daytime phone number so that they may be contacted by the Water District to arrange for inspection and copying. The form for written request is on the back.

**3. Response Time:**

It is the policy of the Rural Water District No. 9 to act upon requests as soon as possible; however, because the Water District does not have full time office staff, the Water District will act upon all requests within twenty (20) days of the request.

**4. Fees:**

Copies per page - 25¢  
Mail charge (first five pages) - 50¢  
(Additional 5-page increments) - 25¢  
Search charge (staff time per hour) - \$25

There is a 25¢ copy charge per page, which is principally assessed to reimburse the Water District for the routine costs of retrieving records, which are requested with specificity and held within the Water District's current file system. Such fee does not include the cost of more than one-tenth (.1) of an hour of research or access time required to determine the location of the records not readily accessible, to determine what specific records meet the criteria, to segregate public from nonpublic information, access records from archives and other similar necessary services. For such services in providing access or copies, the \$25.00 per hour Surcharge may be assessed, to be billed by a tenth (.1) of an hour. The Water District may also assess an additional mailing charge when mail service is requested. For up to and including the first five pages, 50¢ may be charged, plus an additional 25¢ for up to and including each additional five pages.

Where an estimated fee is expected to exceed \$5.00, the Water District reserves the right to require an estimated charge for access to, or copies of, records be received before work is performed to produce the records, at the discretion of the custodians in order to insure payment. Any fees may be waived at the discretion of the Rural Water District No. 9. Criteria for waiver include, but are not limited to, the size and clarity of the request, availability of the records, difficulty and time required to access the records, and whether the use or distribution of the records is determined by the Water District or the Freedom of Information Officer to significantly benefit the Rural Water District No. 9 or the general public.

**RURAL WATER DISTRICT NO. 9  
REQUEST FOR DOCUMENTS**

**Requester:** \_\_\_\_\_

**Address of Requester:** \_\_\_\_\_

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

**Telephone Number (Optional):** \_\_\_\_\_

**E-mail Address (Optional):** \_\_\_\_\_

**Documents Requested:** \_\_\_\_\_

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

**Requesters Right to**

**Access:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Requester:** \_\_\_\_\_