



## REQUEST FOR RECORD COPY

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**RECORDS REQUESTED:** Please provide a detailed description of the record(s) requested. Make sure your request is as specific as possible, so your request may be filled quickly and completely.

Record Title	Date	Department	Number of Copies

Number of Copies: \_\_\_\_\_ @ \$.025 each

Copy Charges: \$ \_\_\_\_\_

Staff Time: \$ \_\_\_\_\_ @ \$ \_\_\_\_\_ hr

**CHARGES:** A charge for providing copies of public records has been set by the Governing Body. The fee schedule established by the City is posted on the web and can be accessed by connecting to [www.desotoks.us](http://www.desotoks.us)

**ADVISORY:** A list of names and addresses shall not be obtained from public records for the purpose of selling or offering for sale any property or service to the persons listed. This provision pertains to the names and addresses of businesses listed in the public records as well as the individuals. K.S.A. 45-220(c) (2), K.S.A. 45-230

\_\_\_\_\_  
 Signature of Requestor

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 TO BE COMPLETED BY OFFICIAL CUSTODIAN

Request Received:  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

Request Filled:  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

\_\_\_\_\_  
 Official Custodian

Mail to the attention of the City Clerk- P. O. Box C- De Soto, Kansas 66018 or FAX to 913-583-3123



**ADVISORY TO REQUESTOR OF PUBLIC RECORDS**

A list of names and addresses shall not be obtained from public records for the purpose of selling or offering for sale any property or service to the persons listed. This provision pertains to the names and addresses of businesses listed in the public records, as well as the individuals. K.S.A. 45-220(c) (2), K.S.A. 45-230.

**CERTIFICATION OF REQUESTOR**

I, \_\_\_\_\_, have made a written request for access to and/or copies of certain public records identified above pursuant to the Kansas Open Records Act, and I do hereby certify that:

- I do not intend to and will not use any list of names or addresses contained in or derived from the records or information obtained from the City of De Soto for the purpose of selling or offering for sale any property or service to any person on the list or to any person who resides at any address on the list.
- I do not intend to and will not give, or otherwise make available, to any person any list of names or addresses contained in or derived from the records or information obtained from the City of De Soto for the purpose of allowing that person to sell or offer for sale any property or service to any person on the list or to any person who resides at any address on the list.
- I have been informed and am aware that to knowingly sell, give, or receive any list of names or addresses contained in or derived from public records for the purpose of selling or offering for sale any property or service to persons on the list is a violation of state statute (K.S.A. 45-230) and that any person violating the prohibition shall be liable for payment of a civil penalty.

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

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State