

City of Washington  
PO Box 296  
Washington, KS 66968  
(785) 325-2284  
Adopted January 2, 2007

### REQUEST FOR RECORD COPY

(To be completed by requestor)

NAME: \_\_\_\_\_ (Printed)

ADDRESS: \_\_\_\_\_ (Street)

\_\_\_\_\_ (City, State)

SIGNATURE: \_\_\_\_\_

**Copies Sought:** Please provide as specific a description as possible of the record(s) you desire to copy. Include record titles and dates, as well as the names of city agencies or departments which produce or hold the record(s).

Record Title/Date	No. of Copies Desired
1. _____	_____
2. _____	_____

\_\_\_\_\_  
(To Be Completed by Records Custodian)

**Charges:** A charge for providing copies of public records is authorized by state law and has been established by the City of Washington. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request. The fee schedule established by the city is posted in this office.

**Time of request:** Date \_\_\_\_\_ **Copy Provided:** Date \_\_\_\_\_

Time \_\_:\_\_ a.m./p.m.

Time \_\_:\_\_ a.m./p.m.

**Staff Time Involved** \_\_\_\_\_ Hours \_\_\_\_\_ Minutes (@ \$15/per hour per employee. Minimum charge of \$3.75)  
\$ \_\_\_\_\_

**Charge for pages copied: (\$.15/\$.20 per page)** \$ \_\_. \_\_

**Charge for use on non-office copying Equipment** \$ \_\_. \_\_

**Total Charges:** \$ \_\_. \_\_

**Paid** \$ \_\_. \_\_

**Billed** \$ \_\_. \_\_

**Balance Due** \$ \_\_\_\_\_

\_\_\_\_\_  
**Records Custodian**

**Your copy of this form is your receipt.**

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ACKNOWLEDGEMENT

I hereby acknowledge that I am aware that Section 11 of Chapter 282 of the 1984 Kansas Session Laws provides for:

(a) No person shall knowingly sell, Give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records except:

- (1) Lists of names and addresses from public records of the division of vehicles obtained under K.S.A. 74-2012, and amendments thereto;
  - (2) Lists of names and addresses of persons licensed, registered or issued certificates or permits to practice a profession or vocation may be sold or given to, and received by, an organization of persons who practice that profession or vocation for membership, informational or other purposes related to the practice of the profession or vocation;
  - (3) Lists of names and addresses of persons applying for examination for licenses, registrations, certificates or permits to practice a profession of vocation shall be sold or given to, and received by, organizations providing professional or vocational educational materials or courses to such persons for the sole purpose of providing such persons with information relating to the availability of such materials or courses; and
  - (4) To the extent otherwise authorized by law.
- (b) Violation of this section is a class C misdemeanor.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_