

## *City of Manhattan Request for Record*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(Street)

(City)

(State)

(Zip Code)

**Phone Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

### **Certification:**

I hereby certify that neither I, nor any person authorized by me, intends to and will not (a) use any list of names or addresses contained in or derived from the records or information for the purpose of selling, or offering for sale, any property or service to any person listed or to any person who resides at any address listed; or (b) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell, or offer for sale, any property or service to any person listed or to any person who resides at any address listed. Any person who knowing violates this certification shall be liable for the payment of a civil penalty not to exceed \$500.00 for each violation (K.S.A. 45-230).

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

**RECORD SOUGHT: Please provide as much information as you have to help identify the record(s) you desire to inspect. Include name, aliases, date of birth, case numbers, violation dates and charges. Indicate whether you want the records  certified,  e-mailed, or  mailed.**

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

There is no charge for copying of audio/video tapes if you supply the tape. Otherwise there is a \$2.00 charge/tape. The charge for your copy(ies) of your request is \$\_\_\_\_\_.

### ***Office use only:***

Date Received \_\_\_\_\_ Date Delivered \_\_\_\_\_

Time Received \_\_\_\_\_ Time Delivered \_\_\_\_\_

Received by \_\_\_\_\_

### Code of Ordinances - Chapter 2, Article I., Section 2-1

(c) Copying fee:

“A fee of ten cents (\$.10) per page shall be charged for photocopying public records, such fee to cover the cost of labor, materials, and equipment.

For copying any public records which cannot be reproduced by the City’s photocopying equipment, the requester shall be charged the actual cost to the City, including staff time, in reproducing such records.

(d) Prepayment of fees:

- (1) The record custodian may demand prepayment of the fees established by this section whenever he or she believes this to be in the best interest of the City. The prepayment amount shall be an estimate of the copying charges accrued in fulfilling the record request. Any overage or underage in the prepayment shall be settled prior to delivery of the requested copies.
- (2) Prepayment of copying fees shall be required whenever, in the best estimate of the record custodian, such fees are estimated to exceed ten dollars (\$10.00).
- (3) Where prepayment has been demanded by the record custodian, no record shall be made available to the requester until such prepayment has been made.”