



KORA Open Records Request Form

SECTION TO BE COMPLETED BY REQUESTOR

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ EMAIL: _____

SIGNATURE: _____

Copies sought: Please provide the most specific description of the desired record(s) copies. Include record titles and applicable dates as well:

RECORD / TITLE	DATE	NUMBER OF COPIES
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

ASSOCIATED FEES

A charge for providing copies of public records is authorized by State law. These charges are set at a level intended to compensate the BPU for the actual costs incurred in honoring your request. Payments shall be made by check or money order payable to: *Kansas City Board of Public Utilities*. Checks are required to have the Name, Address, and Phone Number printed on the check. The driver's license number and date of birth may also be required.

CHARGES

Staff time necessary to comply with request (charged in 15 min increments):
Administrative – \$24.83 per hour Professional – \$35.04 per hour

In addition to Staff time, the following charges will be assessed:
5 pages or less No additional charge
6 pages or more \$.25 per page
Electronic form data Base fee of \$15.00

BPU may require prepayment if the estimated charge exceeds \$25.00. If the full charge exceeds the estimated charge, the difference is due and payable prior to delivery. Payments shall be made by check or money order payable to BPU.

BPU has a responsibility to protect certain records from disclosure; therefore *approval from our Legal Department may be required*.

TO BE COMPLETED BY BPU PERSONNEL

Date of request: _____ / _____ / _____ Time of receipt: _____

Date completed: _____ / _____ / _____ Time request completed: _____

Time involved: Hours _____ Minutes _____ Total charge: \$ _____.

Staff name and title: _____

Staff signature: _____

CERTIFICATION

The person signing this certification has submitted the attached request for records to the Kansas City Board of Public Utilities (BPU), and hereby certifies:

1. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not use any list of names or addresses contained in or derived from the records or information obtained from BPU, 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.
2. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not give, or otherwise make available to any person or entity, any list of names or addresses contained in or derived from the records or information obtained from BPU 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.
3. That he/she and any entity on whose behalf the request is being submitted has been informed and is aware that to knowingly sell, give, or receive any list of names and 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 the payment of a civil penalty.

Signature

Print Name and Title

Date