



**KANSAS BOARD OF  
COSMETOLOGY**

714 S.W. Jackson, Suite 100  
Topeka, Kansas 66603

[www.kansas.gov/kboc](http://www.kansas.gov/kboc) (785) 296-3155

**OPEN RECORDS  
POLICY  
BROCHURE**

Pursuant to the Kansas Open Records Act  
K.S.A. 45-215 *et seq.*

It is the official policy of the Kansas Board of Cosmetology (KBOC) that public records maintained by the KBOC be accessible to the public in accordance with the Kansas Open Records Act, K.S.A. 45-215, *et seq.* Access to public records will be provided timely, with due regard for the privacy of individuals licensed by the KBOC, and with due regard for preserving the records maintained by the KBOC and preventing excessive disruption of the agency's essential functions.

**YOUR RIGHTS AND RESPONSIBILITIES UNDER KORA**

It is your right to:

- Inspect and obtain copies of public records which are not exempted from disclosure by specific law.
- Obtain a copy of the agency's policies and procedures for access to records, and to request assistance from the KBOC's Freedom of Information Officer.
- Expect to receive a written response to your request within three business days after receipt of the request.
- Bring a private lawsuit in district court or file a complaint with the Office of the Kansas Attorney General or the County or District Attorney if you feel you are wrongly denied records that you have a right to access.

It is your responsibility to:

- Request identifiable records. KORA does not require an agency to provide information, answer questions or create records.
- Put your request in writing and include the name, mailing address and phone number of the person requesting the record. See attached Open Records Request Form for assistance.
- Pay the reasonable fees, not exceeding the actual cost, before the agency processes the request or provides access to the requested records.

**KBOC'S RESPONSIBILITIES**

We must

- Adopt procedures to be followed in request access to and obtaining copies of public records.
- Appoint a Freedom of Information Officer who can answer your questions and settle disputes under KORA.
- We must have a records custodian available during all regular business hours and have procedures for allowing access on those business days when regular office hours are not maintained
- Make facilities available to you for inspecting our records.
- Allow you to make abstracts or to have copies of our records.
- Redact the exempt information and provide you with the remainder of the record if a document partially contains exempt information.
- Provide you with a written statement citing the specific provisions of the law under which we are denying access if you so request. For a list of exempt records under the KORA, see K.S.A. 45-221. Note that other state and federal statutes may also restrict access to certain records.
- Act upon requests for documents within three business days of receipt of the request or give you an explanation of the reason for delay.





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**Fees**

The following rates shall apply:

**Paper Copies**

- \$.25 per page
- Shipping and postage – determined on case by case basis

**Faxes**

- \$.25 Local
- \$.50 Long Distance
- Electronic Delivery – No charge

**Pre-generated Lists**

- No charge for lists or information generally available to the public.
- No charge for lists that are pre-generated and readily available to the agency without any research or preparation.

**Compilation Lists**

- \$20.00 charge for list search compilation

**Research and Preparation**

\$20.00 per hour

- This service includes research into individual records, redacting, summarizing documentation, or copying documentation.
- Time will be charged at the rate of pay for each person(s) whose time is used in order to assist and/or respond to a specific request. This may include the time spent to access records maintained on computer facilities, review records to determine whether closure exceptions apply and/or to redact open from closed information.
- Copying fees will be charged for documents that require redacting.

Additional fees, including any other costs incurred by the agency in connection with complying with a record request may be assessed to the requestor.

**Requests For Electronic Format Records**

The official records custodian or the designated agency records custodian will be the sole judge of the ability of the agency to comply with any request for the records to be provided in electronic format or for records that must be produced in any special computer generated format.

**Faxing and Air Express Delivery**

Generally, records may be faxed if the request is for fewer than 15 pages and fax time and facilities are readily available. If air express delivery is requested, the requestor MUST arrange for pick up and packaging of the records; all associated costs for such delivery MUST be paid by the requestor. The official records custodian or the designated agency records custodian has sole discretion as to whether to honor requests for faxing or express delivery.

**RESPONSE TIME**

The agency will act upon requests as soon as possible, with some response being made to the requestor no later than the third business day following the receipt of the request. If it appears that additional time will be needed, fees will be assessed, or some of the records may be closed by law, a written response will be provided as soon as the records have been located and reviewed.

This brochure pertains to laws in effect as of July 1, 2015. Persons with disabilities may contact the Public Information Officer at (785) 291-3702 or the Kansas Relay Center at 1-800-766-3777 for copies of this information in an accessible format.

