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KANSAS OPEN RECORDS ACT BROCHURE

Pursuant to the Kansas Open Records Act
K.S.A. 45-227

A GUIDE TO THE RIGHTS OF THE PUBLIC AND THE RESPONSIBILITIES OF THE KANSAS REAL ESTATE APPRAISAL BOARD

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 Kansas Real Estate Appraisal Board's (KREAB) 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 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 KREAB's 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.

KREAB'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. One pertinent example is the Family Educational Rights and Privacy Act (FERPA) which protects student records. Nothing in the Open Records Act supersedes federal law, including FERPA.
- Act upon requests for documents within three business days of receipt of the request or give you an explanation of the reason for delay.

REQUESTING A RECORD

Requests to the Kansas Real Estate Appraisal Board for access to or copies of public records under the Kansas Open Records Act must be made in accordance with the following guidelines:

- Inspection of public records must occur during office hours: 8 A.M. to 5:00 P.M., Monday - Friday, except official state holidays. Please call in advance to make an appointment.
- Requests for public records received after 5:00 p.m. will not be logged in and processed until the next business day.
- You must provide proof of your identity, if requested.

Mail your record request(s) to:

Official or Designated Agency Records Custodian
Kansas Real Estate Appraisal Board
Jayhawk Tower
700 SW Jackson, Suite 804
Topeka, KS 66603
Phone: (785) 296-6736
Fax: (785) 368-6443
Email: sally.pritchett@ks.gov with the subject line: "Open Records Request"

If you have questions about your request, please contact:

Freedom of Information Officer
Kansas Real Estate Appraisal Board
Jayhawk Tower
700 SW Jackson, Suite 804
Topeka, KS 66603
Phone: (785) 296-6736
Fax: (785) 368-6443
Email: sally.pritchett@ks.gov with the subject line: "Open Records Request"

This brochure pertains to laws in effect as of July 1, 2000. Persons with disabilities may contact the Public Information Officer at (785) 296-6736 or the Kansas Relay Center at 1-800-766-3777 for copies of this information in an accessible format.