

HOW DO I REQUEST A RECORD?

Contact the City of Wichita's Freedom of Information Officer, Karen Sublett, to determine whether the information that you need is available. She can be reached by calling 316-268-4529 or by e-mail at ksublett@wichita.gov

ARE THERE ANY FEES?

Please keep in mind that reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time for processing your request. You may be required to show proof of identity, if requested, in order to pick up these requested records.

WHAT RECORDS ARE AVAILABLE?

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LOW COST OF LIVING...
...HIGH QUALITY OF LIFE



You may be asked to submit your request for information in writing. Make sure your request is specific as possible so that your request may be filled quickly and completely.

Most records will be produced within three business days from the time the request is received. If the request is denied, you will receive a written explanation for the delay or denial.

If you have questions, please contact the Freedom of Information Officer. For a complete copy of the Kansas Open Records Act, contact the Freedom of Information Officer or go to www.kansaslegislature.org. The Kansas Open Records Act starts at K.S.A. 45-215.

WHY WOULD MY REQUEST BE DENIED?

Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. There are a number of reasons why a request may be denied:

- The specific record that was requested does not exist.
- The request was unclear and should be resubmitted with more detail.
- The record that was requested is closed to protect an important privacy interest such as personnel, medical or documents protected by attorney-client privilege.

WHAT ARE THE EXCEPTIONS?

The Kansas Open Records Act recognizes that some records contain information which is private in nature. For this reason, the Act lists a number of exceptions. Records which are closed for this reason may include:

- Personnel information of public employees.
- Medical treatment records.
- Records which are protected by the attorney-client privilege or the rules of evidence.
- Records containing personal information required for Census purposes.
- Notes and preliminary drafts.
- Criminal investigation records.
- Military discharge papers.
- Records related to security measures.
- Several other specific records.



CONTACT INFORMATION

*For more information contact the City Offices at:
316-268-4529*

*Stay informed with the latest information by...
...visiting our website.
www.wichita.gov*



THE CITY OF WICHITA

GUIDE TO OPEN RECORDS

FEDERAL FREEDOM OF INFORMATION ACT

The Federal Freedom of Information Act was enacted in 1966 and generally provides that any person has the right to request access to federal agency records or information

KANSAS OPEN RECORDS ACT

The Kansas Open Records Act is the Kansas version of the Federal Freedom of Information Act. It allows for public inspection and copying of some records maintained by public entities.



Your Records • Procedures
• Rights
• Exceptions