

**RECORDS INSPECTION AND/OR COPY DELAY NOTICE
CITY OF WICHITA, KANSAS**

(To: Requester Information)

NAME: _____
(Street)

ADDRESS: _____
(City) (State, Zip)

EMAIL: _____ **PHONE:** _____

Your request, dated _____, for (____) inspection (____) copies of the following records has been delayed:

<u>Record Title/Date</u>	<u>No. of Copies Desired</u>
1) _____	_____
2) _____	_____
3) _____	_____

.....
The reason for the delay is:

- _____ The record requested cannot be located at this time.
- _____ Please provide additional identification information
- _____ Our search for the record is continuing and you will be contacted when it is located.
- _____ Contact _____ for assistance.
- _____ The record requested has been temporarily removed from this office. It will be returned and made available to you on or before _____ AM/PM, _____.
- _____ This office is attempting to establish whether the record requested is an open public record.

Records Custodian
 (Date) _____
 (Time) _____ AM/PM