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

(To: Requester Information)
NAME: ________________________________________________
ADDRESS: ____________________________________________ 
           (Street) ____________________________________________
           (City) ____________________________________________  
           (State, Zip) ________________________________________
EMAIL: ____________________________________________  
PHONE: ____________________________________________

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

<table>
<thead>
<tr>
<th>Record Title/Date</th>
<th>No. of Copies Desired</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>______________________</td>
</tr>
<tr>
<td>2)</td>
<td>______________________</td>
</tr>
<tr>
<td>3)</td>
<td>______________________</td>
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<td></td>
</tr>
</tbody>
</table>

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

Form 000-28 revised June 2000