

REQUEST FOR RECORDS INSPECTION/COPY
CITY OF WICHITA, KANSAS

(To be completed by Requester)

NAME: _____

ADDRESS _____

Email: _____
City, State, Zip

SIGNATURE: _____ **PHONE:** _____

RECORD(S) SOUGHT: Please provide as specific a description as possible of the record(s) you desire to inspect or copy. Include record(s) titles and dates, as well as the names of City agencies or departments which produced or hold the record(s):

Record Title/Date

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

CHARGES: A charge for providing access for inspection or providing copies of public records is authorized by state law. These charges are set at uniform levels approved by the City Manager to cover costs incurred by the request.

To maintain record integrity, all inspection requests will be supervised, and the estimated, applicable staff time must be pre-paid. Copies will be provided subject to pre-payment of estimated research and production charges.

Requests requiring minimal effort will incur no research charge, but overly burdensome requests will be denied, according to State law. Email delivery is preferred, and provision of documents by email will not incur copy charges though research charges may apply.

CONTACT: Please provide your written request to:

By mail: City Clerk/FOIA Officer
455 N. Main, 13th floor
Wichita, KS 67202

By email: ksublett@wichita.gov, mcobble@wichita.gov