



# Request for Record Form

# City of Merriam, Kansas

(To be completed by requestor)

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Received Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_  
Street # City and Zip Phone #

Signature of requestor \_\_\_\_\_

Copies Sought: (Please provides a specific description of the record(s) you desire to copy or inspect. Include record titles and dates, as well as the names of City agencies or departments which produced or held these record(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(To be completed by City of Merriam Record Custodian)

**CHARGES:** A charges for providing access to public records and copies of public records is authorized by state law and has been established by the City of Merriam's Governing Body. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. The fee schedule established by the City is available for your review.

Request: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Access Provided: Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time \_\_\_\_:\_\_\_\_ AM / PM Time \_\_\_\_:\_\_\_\_ AM / PM

Pages copied: \_\_\_\_\_ pages @ \$.10 per page = \$ \_\_\_\_\_

Total charges \$ \_\_\_\_\_ Prepaid \$ \_\_\_\_\_  
Paid \$ \_\_\_\_\_ Billed \$ \_\_\_\_\_

Record Custodian: \_\_\_\_\_  
(Please print)

(PLEASE READ BELOW BEFORE YOU SIGN)

**I certify that I do not intend to and will not:**

- A. use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed;
- B. sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer to sale any property or service to any person listed or to any person who resides at any address listed. (K.S.A. 45-220).

\_\_\_\_\_  
Pick up date

\_\_\_\_\_  
Signature of person pickup record(s)