



Request for Record Copy

City of Merriam, Kansas

(To be completed by requestor)

Today's Date: ____/____/____

Name: _____ (Please Print)

Address: _____ Street # City and Zip Phone #

Signature of requestor (Please read and sign certification on the reverse side of this form)

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

(To be completed by City of Merriam Record Custodian)

CHARGES: A charge for providing 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.

The charge to you for copy(s) of the record(s) you request is: \$ _____

Prepayment of the above amount _____ is required _____ is not required

Request Received: Date ____/____/____ Access Provided: Date ____/____/____
Time ____:____ AM / PM Time ____:____ AM / PM

Charge per page copied (\$.10/page): _____ Charge for use of non-office copying equipment: _____

Staff Time Involved: _____ Hours. _____ Minutes @ _____ (per hour charge)

Total charges \$ _____ Prepaid \$ _____
Paid \$ _____ Billed \$ _____

Record Custodian: _____

Please read and sign certification on the reverse side of this form
Your copy of this form is your receipt

CERTIFICATION OF REQUESTER

I, _____, having made a written request for access to and/or copies of _____

which is/are (a) public record(s) pursuant to the Kansas Open Records Act (KORA), do hereby certify that I do not intend to, and will not:

- use any list of names or addresses contained in or derived from the record(s) 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; or
- sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the record(s) 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.

Signature of Requester

Street Address

City, State Zip Code