

## To obtain copies of open records:

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- You may request records from the Kansas Water Office by going to the Kansas Water Office's website: [www.kwo.org](http://www.kwo.org). The open records link is at the bottom of the right column. You may fill out the form and fax, mail or email in your request to the Kansas Water Office.
- Walk-in requests are welcome. In order to expedite service, we suggest you call ahead to Katie Ingels at 785-296-3185.
- You may be asked to provide proof of identity. You will be asked to provide a written certification that the requestor does not intend to and will not use the names, addresses or information contained in or derived from the records for solicitation purposes.

**Please note:** The Kansas Water Office is not required to create a record that is not already in existence at the office address or obtain the record from another agency or business.

*In 1984, the Kansas legislature enacted the Kansas Open Records Act, K.S.A. 45-214 et. seq.*

*This act gives you the right to access public records, although certain exceptions may apply to the disclosure of information.*

### **Request Records**

*Kansas Water Office*

**Attn:** *Katie Ingels*

*Communications Director*

*900 SW Jackson Street*

*Topeka, KS 66612*

**Email:** *KWO-Mailer@kwo.ks.gov*

**Phone:** *785-296-3185*

**Fax:** *785-296-0878*

### **KANSAS WATER OFFICE**

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900 SW Jackson Street

Topeka, KS 66612

Phone: 785-296-3185

FAX: 785-296-0878

[www.kwo.org](http://www.kwo.org)

# Kansas Open Records Act

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## The Kansas Water Office is responsible for:

- Appointing a Freedom of Information Officer to assist the public.
- Acting on your request within three business days of the receipt and provide an estimated charge for the request.
- Informing the requestor if the information will take additional time to gather and establishing a reasonable date for delivery.
- Redacting confidential or personal information before releasing the information.
- Determining the form (paper or electronic) which the information will be produced if the record is maintained in an electronic database, some of which may not be maintained in printed form, as provided by the Kansas Water Office record retention schedule.

## Kansas Open Records Act

### Service retrieval, review and redaction charges:

*Secretary/clerk: \$8.50 per quarter hour*

*Administrator/attorney: \$16.00 per quarter hour*

### Copying charges:

*Paper copies: \$.25 per page*

*PDF copies: \$.25 per page*

### Fax charge:

*Local (Topeka exchange area) \$.50 per page*

*Long Distance: \$1.00 per page*

**CD:** *\$8.00 per disk*

### Office Hours:

*The Kansas Water Office is open 8:00 am to 4:30 pm, Monday through Friday, excluding designated state holidays.*

### You have the right to:

- *Inspect or request copies of public records retained by the Kansas Water Office during normal office hours, that are not exempt from disclosure by a specific law. You may wish to call ahead for faster service.*
- *Obtain a copy of Kansas Water Office policies and procedures for access to public records.*
- *Receive a statement of estimated charges in advance of work being produced.*

