



Kansas Water Office  
900 SW Jackson Street  
Topeka, KS 66612  
[www.kwo.org](http://www.kwo.org)

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

K.S.A. 45-230 states, in pertinent parts, as follows:

“(a) no person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records except: [see K.S.A. 45-230 for exceptions].  
(b) Any person subject to this section who knowingly violates the provisions of this section shall be liable for the payment of a civil penalty in an action brought by the attorney general or county or district attorney in a sum set by the court not to exceed \$500 for each violation.

**\* Required Fields**

Date: \_\_\_\_\_

*Your Information*

* First Name:	_____
* Last Name:	_____
* Street Address:	_____
* City:	_____
* State:	_____
* Zip:	_____
Email Address:	_____
Company or Firm Name (optional):	_____
* Phone number where you can be reached during business hours:	_____

*Your Request*

<b>* Description of Records Requested:</b> <i>(Please be as specific as possible)</i>	
<b>What is the time frame?</b> <i>(e.g. current; last two years; January 1, 2002 to present; etc.)</i>	
<b>Any additional detail</b> that will aid in quickly locating the documents you are requesting:	

\* I authorize the Kansas Water Office to process this request incurring costs up to \$ \_\_\_\_\_  
You will be contacted with an actual estimate before work is done if the cost is higher than authorized. *(Charges are outlined in the Open Records Act Brochure.)*

Pursuant to K.S.A. 45-218 and 45-219 actual agency costs incurred in responding to your request will be assessed. Actual agency costs include any personnel time involved as well as any document copies provided to you. For information on costs, see the Kansas Water Office Open Records brochure.

Signature \_\_\_\_\_