



**Bonner Springs/Edwardsville
Unified School District 204**

Teaching today's learners for tomorrow's challenges

USD 204 / Kansas Open Records Act Request Form

Requestor Information:

Name: _____

Company / Organization: _____

Address: _____
Street Address City State Zip Code

Phone: 1: _____ 2: _____ 3: _____

E-mail: _____

Records Requested: Inspect on Site: Date
Copy and Send:

Please provide a specific description of the records you would like to inspect, copy or be provided with. Be as specific as possible and indicate the type of record you are seeking, the title or name of the document, dates, document numbers, facility or location of the subject property, if applicable. This will help speed up the search and reduce the costs of the request. You may use an attached sheet.

Fees: There may be a fee associated with the staff time required to respond to and produce the records requested. Additionally, the charge for copies of records is \$0.30 per page. If the record requested is oversized (larger than 8.5" x 14"), the charge is \$0.50 per page. If the record can only be reproduced by a commercial copier, the charge will be the actual cost of reproduction. The district may require advanced payment for these services.

I hereby authorize Unified School District 204 Bonner Springs / Edwardsville to complete the above referenced records request and bill me for the completing of this request; provided the total fee does not exceed \$100.00. Prohibited Uses: K.S.A. 45-230 prohibits the use of the information obtained by the Kansas Open Records Act for commercial purposes. An affidavit attesting that the information obtained will not be used for any purpose prohibited by law may be required.

Name: _____ Signature: _____ Date: _____

March 2017

USD 204 KORA Officer: 913-422-5600

*Superintendent – Dan Brungardt
Director of Business/Board Clerk – Eric Hansen*

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Phone: (913) 422-5600 Fax: (913) 422-4193 www.usd204.net**