



Request for Record Inspection/ Copy

City of Iola, Kansas

Iola Police Department

(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 inspection/ copies of. Include available case numbers, record titles and dates, as well as the names of persons involved. Criminal History Record Information requests require a signed release from the person being checked if the requestor is from a non-law enforcement agency.

(To be completed by Iola Police Department Record Custodian)

CHARGES: A charge for providing inspection/ copies of public records is authorized by state law and has been established by the City of Iola'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. There is a \$10 minimum charge, maximum 30 minutes, for each record copy provided.

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 (\$.25/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, _____, acting on behalf of (agency name) _____
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, or:

which is/ are **not** (an) open public record(s) pursuant to the Kansas Open Records Act (KORA), and dissemination of which is restricted under Kansas Statute will not:

- disseminate the information provided to me, which would be in violation of any federal, state or local law. I will dispose of the record according to law.

I understand photo identification may be required of me at the time this request is submitted.

Signature of Requester

Street Address

City, State Zip Code

CITY OF IOLA, KANSAS

Administrative Policy

Subject: Police Department Fees on Services and Information	Original Date: Jan. 9, 1997 Effective Date: August 1, 1999 Revised Date: July 28, 2010
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The Police Department provides information for various organizations and individuals. The cost of providing information for non-criminal justice purposes is not necessarily the responsibility of the Iola Police Department and should be born by the individual or organization that requests the information.

Some fees have been assessed on an informal basis in the past and this General Order will serve as documentation of all fees assessed by the Police Department for information and services. Below is a listing of services and/or information normally requested by various individuals and organizations and the fee assessed for providing such services.

CHRI for non-criminal justice agencies	Per hour, per employee	\$20.00
	Minimum fee per request	\$10.00
	Copy per page	\$ 0.25
	(Copies on discs see fee below)	

(State law reference K.S.A. 45-218, 45-219)

Police accident, criminal and incident reports: Walk-in & mail	\$10.00
DMV print outs for insurance	\$15.00 (\$10.00 to State)
CD's/Audio discs/Photos on Disc	\$35.00 (per disc)
Non- Criminal Fingerprints: (Excluding Military & Iola Housing Authority)	\$10.00