



ADMINISTRATIVE POLICY MANUAL

Document Number: 10-012-00

Section: Administration

Subject: Open Records Policy

Effective Date: September 21, 1994

Summary: This document outlines the Library's policy and procedures in handling requests for library documents and records.

Policy: It is the public policy of Kansas that public records shall be open for inspection by any person unless otherwise provided. The Kansas Open Records Act, K.S.A. 45-215 et seq., applies to public record information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency. The library is a public agency.

The following policy is intended to be consistent with the Kansas Open Records Act and establish reasonable guidelines for the handling of requested access to official library records and documents. The Kansas Open Records Act sets forth a number of additional rules which may apply in specific situations. The library will comply with the requirements of the Act and require any person making a records request to also comply with the Act.

1. The Library Director's Administrative Assistant will be considered the records custodian of the Library's official records.
2. Library records may be inspected during regular library business office hours, Monday through Friday, 9:00 a.m. until 5:00 p.m.
3. All requests for inspection must be in writing on the library's record request form.* Requestors must provide proof of identity through the production of a driver's license or other verifiable form of identification at the time of inspection.
4. Written requests will be acted on as soon as reasonably possible, but not later than the end of the third business day following the date a request is received.
5. Generally, records cannot be removed from the library, but may be removed only with written permission of the records custodian and a counter signature of the Library Director or Assistant Director.
6. Library records may be copied either by or in the presence of the records custodian. A fee of .10 cents per copy will be charged.

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7. Requests for records or information which staff must compile from various computer files or that is not readily available in one formatted document will be subject to a fee for staff time if the request requires more than 30 minutes to compile. This fee will be assessed at the hourly rate of \$10.00 per hour after the first 30 minutes in 15 minute increments to be charged to the requestor and collected upon delivery of the document to the requestor.
8. The library recognizes the right to deny access to records that are considered closed by federal law, state statute or Supreme Court Rule. K.S.A. 45-221 (a) (2-37) lists public records which are not required to be disclosed.
9. Library patron and circulation records which pertain to identifiable individuals are not to be disclosed.
10. Routine library documents which are subject to disclosure include but may not be limited to:
 - a. Library Board Minutes
 - b. Treasurer's Reports
 - c. Financial Reports
 - d. Information and documents provided at Library Board Meetings
 - e. Library Audit Reports
 - f. Names, positions, salaries and length of service of Library Board members and library employees.
11. The records custodian may seek assistance from the Kansas Statutes Annotated, the Library Director or the library's legal counsel in answering questions concerning record disclosure.

* See attached Record Request Form