Area: Human Resources

Policy Name: Public Records Request Charges

Policy Statement: Salina Area Technical College is committed to transparent governance. Occasionally the college receives a request for public records. When this occurs we are committed to providing information in a timely manner; usually within 30 days of the date the request is received. Because records searches and copying is costly, the college makes reasonable charges, consistent with other Colleges in Kansas.

Guidance is provided by the Open Records Act, K.S.A. 45-215 et seq.

Procedures: The Kansas Open Records Act does not require SATC to answer questions, prepare reports, or compile information. The request must be writing and proof of identity may be required. Make the request to:

President, Salina Area Technical College
2562 Centennial Rd
Salina, KS 67401
Fax: 785-309-3101

All efforts will be made to process the request for public records as soon as it is received; however, some requests may be delayed or denied if:

• More information is needed in order to retrieve the records.
• Legal issues must be addressed before the records are released.
• The requested records are archived or stored off site.
• The volume of records requested is large and will take time to duplicate.
• If pertinent staff are on vacation.

Requests may be denied in whole or in part if:

• The requested record does not exist.
• The requested record is exempt from disclosure by law.
• The request is unclear and more information is needed.
• The request places an unreasonable burden on SATC.
• The custodian of the records has reason to believe that repeated requests are intended to disrupt the essential functions of SATC.
**Charges and fees**

In accordance with this provision and the Kansas Open Records Act, K.S.A. 45-215 et seq., the following fees may be charged for providing access to or furnishing copies of public records:

- Photocopies: $0.25 per page
- Scanned Data: $0.25 per page
- Mailing: $1.40
- Postage: Actual Cost
- Fax: $0.90 per page
- CD: $0.60 each
- Access/Inspection Costs: $32.25 per hour
- Computer Access: $50 per hour
- Cost of Staff Time: Varies

Charges for the service shall be collected in advance.

**Exceptions to the Open Records Act**

The Kansas Open Records Act recognizes that certain records contain private or privileged information. The Act lists several exceptions, including, but not limited to:

- Personnel records of public employees
- Medical treatment records
- Records protected by attorney/client privilege
- Records closed by the rules of evidence
- Records containing personal information compiled for census purposes
- Notes and preliminary drafts
- Criminal investigation records
- Proprietary business information

A complete list of exemption can be found in K.S.A. 45-221.

**Contact:** Human Resources

**Related Form(s):**

**Adopted:** March 28, 2016

**Updated:**