The Kansas Open Records Act

The Kansas Open Records Act grants you the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Open Records Act, K.S.A. 45-215 et seq., as amended, declares that it is the public policy of Kansas that "public records shall be open for inspection by any person." Public records are defined as "any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of any public agency." The Kansas Law Enforcement Training Center is a unit of the University of Kansas Continuing Education and is classified as a public agency for the purposes of this Act. Additional information about your rights and the University of Kansas policy regarding the Kansas Open Records Act can be viewed at: [http://www.provost.ku.edu/policy/updates/open_records_act/](http://www.provost.ku.edu/policy/updates/open_records_act/)

Requesting a record from the Kansas Law Enforcement Training Center

Ed H. Pavey, Director of the Kansas Law Enforcement Training Center is the designated official Custodian of Public Records, and requests for inspection and copies of records should be directed to him.

The University of Kansas – Kansas Law Enforcement Training Center asks that you submit a written request to obtain public records. Please include the following information in your request:

- Name
- Mailing address
- Daytime telephone number
- Fax number, if applicable
- A specific description of the records you are requesting. Make your request as specific as possible to expedite the process.

Regular office hours on all business days, excluding Saturday and Sunday, are from 8 a.m. to 5 p.m. Records may be inspected during those hours. The Kansas Law Enforcement Training Center is closed on official holidays and other designated days as authorized by University of Kansas policy.
Mail your request(s) to:

Ed H. Pavey, Director
Custodian of Public Records
Kansas Law Enforcement Training Center
P.O. Box 647
Hutchinson, Kansas 67504-0647

Charges and fees

Charges for the service shall be collected in advance. Fees shall be charged for the provision of access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to make them or supervise the copying. Fees for providing access to computer records shall include the cost of computer services, including staff time required.

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: $.20/page
- Scanned data: $.25/page
- Mailing: $1.40
- Postage: Actual cost
- Fax: $.90/page
- CD/Floppy: $.60/each
- Access/Inspection Costs: $32.25/hour
- Computer Access: $50/hour

Have questions or need additional information regarding the University’s Open Records Act policy?

Visit:  http://www.provost.ku.edu/policy/updates/open_records_act/

Contact:  Jane E. Rosenthal
Office of the Provost
University of Kansas
1450 Jayhawk Boulevard, 230G Strong Hall
Lawrence, KS 66045-7535
(785) 864-9528