DODGE CITY COMMUNITY COLLEGE
OPEN RECORDS ACCESS REQUEST
Email completed form to RAllen@dc3.edu

Name________________________________________ Company________________________________________
Address________________________________________ City________________________ State_____ Zip______
E-Mail________________________________________ Fax________________________ Phone________________________

Notice:
K.S.A. 45-230 prohibits using names and addresses derived from public records for certain commercial purposes. This includes using public records to sell property or services. Persons are also prohibited from obtaining public records with the intention of making the records available to a third party for such purposes. Violations of this law is a civil offense punishable by fine. Violations will be referred to the Attorney General or the County Attorney for prosecution.

The undersigned hereby requests access to the records described below and certifies that the undersigned has a right to access of the records. The undersigned further certifies that the information obtained from the records will not be used for a prohibited purpose.

Sign below to request a record under the Open Records Act, K.S.A. 45-215 et seq., and to indicate your understanding of the conditions outlined above.

__________________________________________ __________
Signature Date

Records Request:
Please provide a SPECIFIC description of records you want to inspect or copy.

How do you wish to obtain information? (circle one) US Mail Fax E-mail Pick Up

REQUEST FOR RECORDS DENIED. REASON FOR DENIAL:

__________________________________________
Cost Calculated by:________ (Clerk’s initials)

Fees to Access Records:
(Payment required prior to receiving the requested records.)

Materials: $______________
Labor: $______________
Postage: $______________
Other: $______________
TOTAL: $______________

Payment Received in full: $______________ (Cash Check ) Date Paid______________
Date Request Received: __________ Request Completed By:________ Date Completed__________
(Clerk’s initials)

1.20.23 RAA