



**Request for Records**

K.S.A. 45-220 (c)(2)(A)(B) and K.S.A. 45-230 provides in part:

**45-220. Procedures for obtaining access to or copies of records; request; office hours; provision of information on procedures.** (c) *If access to public records of an agency or the purpose for which the records may be used is limited pursuant to K.S.A. 45-221 or K.S.A. 2011 Supp. 45-230, and amendments thereto, the agency may require a person requesting the records or information therein to provide written certification that:*

(2) *the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records 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 (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.*

**45-230. Unlawful use of names derived from public records.** (a) *No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records except: ... (exceptions which are not applicable to building permits.)*

I, the undersigned, have requested that the City of Lawrence provide me with information or copies of public records which it has in its possession. I hereby declare that I am not seeking such information or records for the purpose of selling or offering to sell any property or service to persons listed therein. (Such use of the information constitutes a misdemeanor punishable according to law.)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**RECORDS SOUGHT:** Please provide a specific description, including the title and date, of the record you desire to view and/or copy.

**ADDRESS/ADDRESSES**

1. \_\_\_\_\_

2. \_\_\_\_\_

**CHARGES:** A charge for providing copies of public records is authorized by state law and has been established by the city 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 posted in this office.

**(FOR STAFF USE ONLY)**

Request Date: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Comments: \_\_\_\_\_