20.01 / Kansas Open Records Act

The Kansas Open Records Act requires the University to name an official custodian of records to whom all requests for access to or copies of University public records must be made. The University's General Counsel is hereby designated as the University's official custodian of records for purposes of the Kansas Open Records Act.

The Kansas Open Records Act requires that a freedom of information officer be designated to provide assistance relative to facilitating implementation of the Act. The University's Vice President for Strategic Communications or their designee, is hereby designated as the University's freedom of information officer for purposes of the Kansas Open Records Act.

Faculty and staff who receive requests for access to or copies of University public records should direct the persons with requests to the General Counsel. Faculty and staff who receive requests for information about or assistance with regard to the Kansas Open Records Act should direct the persons with the need for assistance to the freedom of information officer.

Requests to Wichita State University for access to or copies of public records under the Kansas Open Records Act must be made in writing, with the name and address of the Requester along with information necessary to determine the record(s) to which the Requester seeks access and delivered to:

General Counsel
Official Custodian of Records
Wichita State University
Wichita, KS 67260-0205
(316) 978-6791
Email: kora@wichita.edu

Upon receipt of the request, the General Counsel will forward the request to the person(s) maintaining the type of public records requested. Those records to which access has been requested and/or copies of records, should be made available to the General Counsel as soon as possible. The following information should also be provided when requested by the General Counsel:

- Number of staff hours needed to obtain and/or copy records.
- Number of pages copied.
- Title or brief description of records obtained for inspection or copied.
Kansas Open Records Act requests are to be acted upon not later than three business days after the request is received by the University. If a request cannot be satisfied a written explanation should be provided by the Custodian, on behalf of the University, within three business days. The explanation should indicate the earliest date the request can be filled and the reason for the delay. If a request cannot be satisfied, the Custodian should provide a written statement citing the specific legal reason within three business days of receiving a request for an explanation.

The Custodian may ask the Requester to sign a statement indicating knowledge of K.S.A. 45-230 and the intent to comply with said law. The three business days, referred to above, will begin after the Custodian receives written confirmation of this acknowledgement. The Custodian will communicate to the Requester the manner in which the records will be made available and the cost, if any, to be paid by the Requester before access to the records will be allowed.

**Payment Procedures:**
After the costs have been determined, payment must be made to Wichita State University at the cashier's window on the second floor of Jardine Hall or to the Office of Financial Operations, 1845 Fairmount, 201 Jardine Hall, Wichita, Kansas 67260-0038.

**Fee schedule for access to and copies of public records:**

1. Public records in print:
   a. Access: $20/hour of staff time necessary to obtain records; no charge for less than 30 minutes of staff time to obtain.
   b. Copying: $.10/page

2. Public records kept in computer files:
   a. Access to public record(s) stored on computer files that can be accomplished using retrieval software already available and without software modification(s): $50/hour of staff time necessary to obtain the printout(s); no charge for request requiring less than thirty minutes of staff time to obtain.
   b. Access to public record(s) stored on computer files that requires custom programming time to retrieve and process: $75/hour of staff time necessary to provide custom programming and retrieve and process the requested information.

**Freedom of Information Officer:**

The University's Freedom of Information Officer may be contacted at:

Freedom of Information Officer  
102 Morrison Hall, Campus Box 62  
Wichita State University  
Wichita, Kansas 67260-0062  
316.978.3409  
foi@wichita.edu
The University's Freedom of Information Officer shall:

- prepare and provide educational materials and information concerning the Kansas Open Records Act
- be available to assist the University and members of the general public to resolve disputes relating to the Kansas Open Records Act
- respond to inquiries relating to the Kansas Open Records Act
- prepare and disseminate an informational brochure as required by the Kansas Open Records Act

**Implementation:**
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

**Revision Date:**
November 6, 2000
May 1, 2001
November 1, 2016