

A Guide to Requesting Public Records from Pittsburg State University



The Kansas Open Records Act (KORA)

The Kansas Open Records Act (KORA, the 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.” Pittsburg State University is classified as a public agency for the purposes of this Act.

Your Rights

You have the right to request assistance from PSU’s Freedom of Information Officer at any time. You have the right:

- To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
- To obtain a copy of the agency’s policies and procedures for access to records.
- To receive a written response to your request within three business days after the University’s date of receipt. The response may inform you that it will take additional time to determine record existence, availability, and any fees incurred to produce.
- To file a complaint with the Kansas Attorney General if you feel your request for public records is wrongfully denied.

Your Responsibilities

Your request may seek only existing records, whether written, photographic or computerized. The Act does not require an agency to answer questions, prepare reports, or compile information. Visual presentations and audio or video recordings are required to be produced only if such items were used in a public meeting of the Kansas Board of Regents or other public body.

PSU requires that requests be submitted in writing with the requestor’s full contact information (see back pg.). If requested, you must provide proof of identity. If you seek student listings, you may be asked to certify non-commercial intent pursuant to [K.S.A. 45-220\(c\)](#). Commercial intents are declined, as [K.S.A. 45-230](#) prohibits state agencies from the gift or sale of any listing of names and addresses for the purpose of selling or offering for sale any property or service to persons listed therein. See Exceptions below.

Reasonable fees for actual costs in University time and resources must be paid prior to records production. See Fees below. Payment by check or money order should be mailed to the Custodian of Public Records. If the Custodian does not receive payment or further response within sixty (60) days after the date of the estimate, the University will consider the request abandoned.

Requesting a Record

Requests may be submitted by mail, in person, or via an online form. To submit a written request by mail, make your description of the requested records as specific as possible and include your full contact information:

- Name
- Organization (if requesting on its behalf)
- Mailing address
- Email address
- Daytime telephone number

Requests for records should be mailed to the PSU Custodian of Public Records:

Custodian of Public Records

Russ Hall 218B
Pittsburg State University
1701 S. Broadway Street
Pittsburg, KS 66762

To submit online, visit pittstate.edu/openrecordsrequest.

During an in-person request, agency records shall remain in the possession and control of an agency staff member during inspection and/or duplication.

Regular office hours on all business days, excluding Saturday, Sunday, and official holidays, are from 8:00 a.m. to 4:30 p.m. Records may be inspected during those hours. The University is closed on official holidays and during any campus-wide closure due to weather or other emergencies.

Delays and Denied Requests

All efforts will be made to process your request 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 records are archived or stored off site.
- The volume of records requested is large and will take time to duplicate.

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 in scope.

Permission to inspect or copy public records may be denied if the request "places an unreasonable burden in producing public records or the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency." See [K.S.A. 45-218\(e\)](http://K.S.A. 45-218(e)).

Exceptions

The 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
- Several other specific types of records
- For the complete list of exemptions, see [K.S.A. 45-221\(a\)](http://K.S.A. 45-221(a)).

Records more than 70 years old may be disclosed without regard to the above-listed exemptions, unless exempt under other federal or state law.

Records only partially exempt will have the exempt portions excluded prior to production. Records that would unduly disclose individual identities may be produced if exclusion of identifying portions would prevent identification.

Nothing in the Act supersedes federal law, including the Family Educational Rights and Privacy Act (FERPA/Buckley Amendment) and the Health Insurance Portability and Accountability Act (HIPAA).

Fees

Fees shall be charged for the actual costs in University employee time and resources. Fees shall be charged for the retrieval, review, and production of public records. In accordance with the provision and the Kansas Open Records Act, the following fee rates are established by the agency's head and may be applied, with payment of total estimated fees required by check or money order in advance of records production:

- Photocopies: 25¢ per page
- Scanned Data: 25¢ per page
- Postage: Actual Cost
- Cost of Staff Time: Varies

Questions

If you have questions about KORA, PSU's policies, or seek to resolve a request-related dispute, contact: PSU's Freedom of Information Officer:

General Counsel

Russ Hall 215
Pittsburg State University
1701 S. Broadway Street
Pittsburg, KS 66762
generalcounsel@pittstate.edu