



City of Oberlin
 1 Morgan Dr
 Oberlin, KS 67749
 Phone: 785-475-2217
 Fax: 785-475-2925

THIS REQUEST MAY BE REJECTED UNLESS ALL ITEMS ARE COMPLETED AND CORRECT FEES SUBMITTED

REQUEST FOR RECORD

CITY OF OBERLIN

NAME: _____ (Printed)

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

Copies Sought: Please provide specific description of the records(s) you desire to inspect. Include record title, date, originating city agency/department, or any other pertinent information:

	Record Title/Date	Originating Agency/Department
1.	_____	_____
2.	_____	_____
3.	_____	_____

Charges: A charge for providing access to 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 record request.

Prepayment for the above request is required.

(To be completed by Records Custodian)

Request: Date _____ Access Provided: Date _____
 Time _____ Time _____

Pages Copied _____ pages @ 25 cents per page \$ _____
 Staff time Involved _____ hours @ \$25.00 per hour \$ _____

TOTAL CHARGES \$ _____

Paid by: Check ____
 # _____
 Credit Card ____
 Cash ____

Your copy of this form is your receipt

Certificate of Compliance with K.S.A. 45-220 (c)

I, _____, understand that no person shall receive, for the purposes of selling or offering for sale any property or service to person(s) listed therein, any list of names or addresses contained in or derived from a certain public record(s).

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record is a class C misdemeanor.

In accordance with these provisions, I certify that I do not intend to, and will not, use any list of names or addresses contained in or derived from public records 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; neither will I 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(s) listed or to any person(s) who resides at any address listed, except under authority of the limited circumstances.

Signature

Date