



1301 Elm St. Galena, Kansas 66739

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OPEN RECORDS REQUEST FORM

Pursuant to the Kansas Open Records Act - K.S.A. 45-215 et seq.

This form is being provided to requesters as a guide for composing an effective request for public records. Signature must be on file before records will be released.

Attention:

Official Records Custodian or the Designated Agency Records Custodian

Galena Housing Authority

1301 Elm Street

Galena, Kansas 66739

Fax: (620) 307-2977 Email: chad@ghaks.org

Under the Kansas Open Records Act (KORA) K.S.A. 45-215 et seq., I request access to or copies of the following records (please be as specific as possible in describing the records you want and the time period your request covers; attach additional pages if necessary).

Record Format I request the information be provided in the following format if possible (please check one): Paper Electronic

Requester's Information Name:

Daytime Phone No.: _____

Address: _____

Street Address

City

State

Zip Code

Email Address: _____

In accordance with K.S.A. 45-220(c)*, I certify that I do 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.

Please type or sign your name

*Note: You may locate and review a copy of this statute by using the following link:

http://www.ksrevisor.org/statutes/chapters/ch45/045_002_0020.html