



# A GUIDE TO UNDERSTANDING THE KANSAS OPEN RECORDS ACT (KORA)

## INTRODUCTION

The Kansas Open Records Act (KORA) is codified at K.S.A. § 45-215 et seq. Pursuant to KORA, it is public policy of Kansas that public records be open for inspection, subject to limited exceptions. The purpose of this brochure is to provide information regarding access to public records in Pratt County, Kansas

## MORE INFORMATION

- For KORA's full statutory text, you may visit: [www.kslegislature.org](http://www.kslegislature.org)
- For a Citizen's Guide to Open Government, you may visit <https://ag.ks.gov/home>
- For questions or concerns, please contact:

**TYSON EISENHAUER**  
**LOCAL FREEDOM OF INFORMATION**  
**OFFICER**  
**113 E. THIRD STREET - PO BOX 825**  
**PRATT, KS 67124**  
**620-672-5533**  
**TYSONEISENHAUER@GMAIL.COM**

## RESPONSIBILITIES OF PRATT COUNTY

- Provide access to public records.
- Protect public records from damage and disorganization.
- Prevent excessive disruption to the essential functions of Pratt County, Kansas.
- Provide assistance and information upon request.
- Ensure sufficient and timely response to requests for inspection of public records.

## RIGHTS OF REQUESTOR

- You may inspect and obtain copies of public records not exempt by law. K.S.A. § 45-221 lists a majority of these exemptions.
- You may obtain assistance from the Local Information Officer regarding the procedure for inspecting and obtaining copies of public records.
- You may rely on a reasonable response time. If possible, most records will be produced within three (3) business days.
- You MAY NOT use the information obtained for purposes purposely prohibited by
- K.S.A. § 45-230

## PROCEDURE

- Check with the records custodian or Local Freedom of Information Officer to determine whether the information you seek is available.
- You may be asked to submit a written request and the records custodian may have a form for that purpose.
- To ensure the request can be responded to in an efficient manner, please make the request as specific as possible. Please be courteous to the records custodian.
- KORA authorizes reasonable fees for providing access or furnishing copies of public records. You may be asked to pay the fees in advance. If the actual end cost is less, then a refund will be issued. Correspondingly, if the actual end cost is more, then you will receive a bill.
- Within three (3) business days, you will receive a response either granting the request, denying the request, or providing an update on the status of the request and explaining any delay. If the request is denied or there is a delay, a written explanation will be provided.