

YOUR RIGHTS

KORA grants the public the following rights:

The right to have the district's Freedom of Information Officer respond to your questions about KORA

The right to inspect any public record that is not exempt. We are not required to create a specific record if one does not already exist.

The right to copies of public records. A reasonable copying fee will be charged.

The right to be informed of the procedures to follow in requesting access to or copies of records

The right to inspect or obtain copies of records during regular business hours

The right to have access to a record not later than three business days from the request

The right to a written explanation of why access to an exempt record is denied

The right to pursue action in district court if denied access to a record you have a right to see

OUR RESPONSIBILITIES

Public schools have several responsibilities under KORA. We must:

Appoint a Freedom of Information Officer who can answer questions and assist with requests under KORA. This will be the superintendent.

Make facilities available for inspection of records. Most records are housed in the district administrative center.

Adopt procedures for requesting access or obtaining copies of our records.

Act promptly upon requests for records or provide an explanation of the reason for the delay. Requests will generally be met within three business days.

Appoint records custodians who will be available during regular business hours. Make special accommodations for persons providing advance notice of requests for access to records on business days when regular office hours are not maintained.

Remove/redact exempt information and provide the remainder of the record if the record contains both exempt and non-exempt material.

Provide a written statement citing the specific provision of the law under which access to an exempt record is denied.

KANSAS OPEN RECORDS ACT

A Guide to the Rights of the Public and the Responsibilities of Public Schools in Kansas



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Sunshine laws require governments to function in the open, subject to public scrutiny. Kansas has two sunshine laws:

Kansas Open Records Act (KORA): requires most records that are made or kept by public schools or community colleges to be open to the public.

Kansas Open Meetings Act (KOMA): requires meetings of elected officials be held in public and be open to the public.

These laws are designed to ensure public access to information that forms the basis for public decision making. Each of these laws makes openness the rule, but recognizes there are times when individual privacy interests or competing public interests override the public's right to know.

By law, private individuals may bring an action in the district court to enforce their rights under the Kansas Open Records Act. Actions can also be brought by the county attorney, the district attorney, or the Kansas Attorney General. Although schools or community colleges can be fined for intentionally violating KORA, injunctions and other orders to enforce the purposes or KORA are the most common remedies for disputes.

If you have questions about open records rights, please contact the custodian of the records or the freedom of information officer.

KORA began with the presumption that all public records should be open to the public, but allows certain exemptions from this requirement. Exemptions are included in the law because the legislature has determined that there are instances when the public's right to know is outweighed by another important interest. The following list provides examples of the types of records which may be exempt under KORA. Keep in mind that not all exempt records are included in this representative list.

Records exempted by other laws

Records that are privileged under the rules of evidence

Medical and treatment records

Personnel records except for the name of the employee, position held, salary and length of service

The names of donors, if they have requested their names not be released

Some emergency or security procedures

Sealed bids until one is accepted or all are rejected

Correspondence with a private individual

Records containing information of a personal nature where disclosure would constitute an unwarranted invasion of privacy

KORA requires schools to adopt procedures for requesting access to or obtaining copies of public records. A request for access to our records should be directed to the custodian of that particular record.

District Records - Clerk of the Board
Business Records - Business Manager
Staff Records - Human Resources
Student Records - Building Principals

All requests must be submitted in writing. Forms are available for this purpose, or you may provide the custodian of the record your name, address, phone number and a description of the record in which you are interested.

In most cases, we will be able to retrieve the record promptly. If the record is not kept on site, we will make every effort to direct you to the correct site or retrieve the record so you can inspect it.

You may access our records at any time during regular business hours on days our facilities are open. We would appreciate 24 hour advance notice.

Public records may not be removed from our office. If you would like a copy of the record, please inform the custodian of the record, who will make arrangements for the copying of the record. A per page fee for copies may apply. A reasonable fee may be assessed to compensate for staff time used to meet some requests.

