



Kansas Open Records Act (KORA) Policy

Approved by the Lawrence Public Library Board of Trustees on 05/15/2023; revised 8/19/2024.

Proposed review date: 08/2027.

The Lawrence Public Library ("Library") is committed to transparency and openness in its operations and strives to comply with the Kansas Open Records Act ("KORA") as set forth in K.S.A. 45-215 et seq. This policy sets forth the Library's procedures for responding to requests for records under KORA.

Requests for Records

All requests for records must be submitted in writing and include a detailed description of the records sought and the requester's contact information. An optional request form is available at the Library and on the Library website.

The Library may ask for additional information from the requester if necessary to locate the records.

All requests will be directed to the Library's designated custodian of records. The custodian of records for the Library is the Library Director or designee.

Response to Requests

The Library Director or designee will respond to all requests for records as soon as practicable, but no later than three business days after their receipt of the request. If the records are not readily available, the Library will notify the requester of the estimated time required to fulfill the request.

If the requested records are available, disclosable under KORA, and any fees the Library requires to reimburse the cost of fulfilling the request are paid, the Library will provide the records to the requester. If the request is denied, the Library will notify the requester of the reasons for the denial.

Fees

The Library may charge a reasonable fee for providing records under KORA. Any fees would be calculated to reimburse the Library for its actual costs of complying with the request. The fee will be waived if the requester can demonstrate that the fee would be a hardship. The fee schedule is available at the Library and on its website.

Confidentiality and Redaction

The Library will comply with all applicable state and federal laws regarding confidentiality and privacy of records. The Library may redact confidential or private information from records if necessary to protect the privacy interests of individuals or the confidentiality interests of the Library or its partners.

Publicly Available Records

The Library makes certain records publicly available on its website or in its annual reports, including budgets, financial reports, and policies. These records can be accessed at any time without a formal request under KORA.