



# KORA Procedure for Request for Records

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.

## Records available without a KORA request

These records are available on the Library website and do not require a KORA request:

- Budgets
- Financial Statements
- Policies
- Minutes from Library Board of Trustee meetings

## Records exempt from KORA requests

As documented in the Library's Confidentiality of Records policy, records that libraries are not required to disclose under KORA include:

- Patron registration information
- Patron checkout records
- Patron computer or internet use
- Information sought at the Library by patrons from Library staff or via Library computer or internet use
- Patron visits to the building or use of the building
- Records related to security measures

## How to request a record under KORA

- Print or download and complete the [request form](#) or submit a written request. A written request must include a detailed description of the records sought and the requestor's contact information.
- Completed forms or written requests may be submitted to:
  - Library Director
  - Lawrence Public Library
  - 707 Vermont St.
  - Lawrence, KS 66044
  - Email: [director@lplks.org](mailto:director@lplks.org)

## Fees

The Library may charge a reasonable fee for providing access to or copies of records under KORA. Any fees would be calculated to reimburse the Library for its actual costs of complying with the requests. The fee schedule is also available on the Library website.

There may be other costs related to an open records request, not listed below, that may be incurred by the Library. The Library may assess any such additional costs to the requestor.

Fees may be paid by check, money order, or credit card. Checks should be made payable to *Lawrence Public Library*.

<b>Service</b>	<b>Fee</b>
Paper copies: black & white, 8.5 x 11	\$.10 per page
Paper copies: color, 8.5 x 11	\$.25 per page
Staff time to search, retrieve, prepare, provide access to, or reproduce public records. This may include time spent accessing records maintained electronically, reviewing records to determine whether exceptions to disclosure apply, and/or redacting closed information from records	Actual hourly rate of compensation for each person(s) whose time is used in assisting and/or responding to a specific request.
Shipping and postage	Actual costs
Legal time for KORA Compliance Review	Actual billed costs

## Request Process

The Library Director or designee will provide a written response to requests within 3 business days of receipt of the request.

- The 3-business-day response time begins when the custodian of records, the Director, or their designee, receives the request. Business days and office hours are Monday - Friday, 10 to 5.
- If the records are not readily available, the Library Director or designee will notify the requester of the estimated time required to fulfill the request.
- Record provision may be delayed if legal counsel is required to determine if a record is exempt from KORA
- The response may include a cost estimate for fulfilling the request and require prepayment.
- If the records are not disclosable under KORA, the Library will notify the requester of the reasons for the denial.

## Possible reasons for denial of a request

- The requestor declines to pay the fees associated with fulfilling the request
- The specific record requested does not exist
- The request was unclear and should be resubmitted with more detail
- The record requested is closed to protect an important privacy interest (see the list of Library record exemptions above; see additional exceptions to KORA at K.S.A. 45-221).