

## Fees

Copies: \_\_\_\_\_ pages @ \_\_\_\_\_ cents per page black & white \$ \_\_\_\_\_  
 \_\_\_\_\_ pages @ \_\_\_\_\_ cents per page color \$ \_\_\_\_\_

Search time: \_\_\_\_\_ hours @ \_\_\_\_\_ per hour \$ \_\_\_\_\_  
 (billable in 1/10 hour increments)

Special charges (itemize): \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CHARGES** \$ \_\_\_\_\_

### TIMELINE

Date request received: \_\_\_\_\_

Date of initial response: \_\_\_\_\_

Date payment received: \_\_\_\_\_

Date request filled: \_\_\_\_\_

### USD 308 RESPONSE

Please check appropriate box(es)

Hutchinson Public Schools will be able to fully grant the request

Hutchinson Public Schools will not be able to grant the request

Reasons request not granted: \_\_\_\_\_

Hutchinson Public Schools will be able to grant part of the request

Reasons for denying a portion of the request: \_\_\_\_\_

More time is needed to comply with the request

Reasons for needing more time: \_\_\_\_\_

Estimated date on which the request will be filled: \_\_\_\_\_

## Hutchinson Public Schools – USD 308 Procedures for Obtaining Access to and Copies of Public Records

Principal Office: Administration Center  
 1520 North Plum  
 Hutchinson, KS 67501  
 620-615-4000

Administration Center Office Hours: August through May: 8 a.m. to 5 p.m.  
 Monday through Friday  
 Except for District holidays

June and July: 8 a.m. to 5 p.m.  
 Monday through Thursday  
 Except for District holidays

School Office Hours: August through May 8 a.m. to 3:30 p.m.  
 Except for District holidays

During June and July and vacation times when schools are not open during normal business hours, records will be available for inspection from 11 a.m. to noon when the individual requesting records gives us 24 hours notice by calling the Freedom of Information Officer.

### Custodians

**Official Custodian:** Clerk of the Board Molly Carson, 1520 North Plum

### **Building principals: student records, activity funds**

Hutchinson High School Principal Ronn Roehm, 810 East 13th  
 Hutchinson Middle School —8 Principal Mike Self, 200 West 14th  
 Hutchinson Middle School —7 Principal Nathan Henry, 210 East A  
 Faris Elementary School Principal Beth Redinger 301 East 10th  
 Graber Elementary School Principal Telana Irving, 1600 North Cleveland  
 Hutchinson Magnet School at Allen Principal Alma Henry, 403 West 10th  
 Lincoln Elementary School Principal Darla Fisher, 315 East Bigger  
 McCandless Elementary School Principal Krystal Young, 700 North Baker  
 Morgan Elementary School Principal Bryan Cunningham, 100 West 27th  
 Wiley Elementary School Principal Lynette McLean, 900 West 21st  
 Avenue A School Director Kayla Wiedeman, 111 South Madison  
 Director for Head Start Cynthia Keeler, 330 Charles

**Freedom of Information Officer:** Ray Hemman, 1520 North Plum

### Access/Copy Fees:

- One free hour staff time per month per entity
- Additional staff time billed at district cost, including overtime
- 50 free copies per month per entity
- Additional copies made a district cost
- Additional media and/or mailing charges will be made at district cost

# Policies and Requirements

## Requests

The policy of Hutchinson Public Schools is to comply with the Kansas Open Records Act in a reasonable and timely manner.

But in order to serve the public, staff for USD 308 must be able to understand what is being requested. While state law does not require the request to be in any specific form, public agencies – including USD 308 – can require the request to be in writing. The final two pages of this brochure are a formal request for records.

The more specific you are in making your request, the better able USD 308 staff will be in filling it. Giving us your daytime telephone number on the form will allow us to contact you if there are any questions about the exact documents you desire.

## Response Time

USD 308 will act on requests as soon as possible. State law requires the district to provide a response within three business days.

Factors that may slow staff response to records requests include retrieving information kept off site, notification to you of the exact fees required for the records or a need to obtain more information from you about your request.

In some cases, staff will require you to provide documentation that you are entitled to the records requested. For example, federal law strictly limits who has access to individual student records. While parents and guardians of students under age 18 have access to those records, other family members do not have legal access to student records.

The records custodians will determine whether an individual has legal access to records and the availability of those records in the form requested. Any disagreements may be referred to the local freedom of information officer.

## Fees

The district provides an hour of staff time per organization or individual (if representing self) and 50 copies per calendar month. Additional staff time will be done at the district's costs, including overtime. Copying above 50 copies per month will be done at the district's "click rate" that it pays on its lease.

Any mail or media (burning CDs or DVDs) charges will be assessed in addition to copying and research/access charges and will be at the district's cost. USD 308 will provide an estimate of fees to be charged prior to providing records.

The Business Office will determine estimated fees, and disagreements over fees may be appealed to the local freedom of information officer.

## Special Fees

If the request for records requires services not listed here, actual costs will be billed to the individual requesting the documents. For example, if an individual requests documents that are on file in long-term storage, the cost of retrieving those documents will be charged as well as the staff time needed to locate and produce the documents.

If overnight mail or other express handling is required, those fees will have to be paid directly by the individual requesting the documents.

Revised 6/18

Hutchinson Public Schools  
Open Records Request  
1520 North Plum  
Hutchinson, KS 67501

# REQUEST FOR OPEN RECORDS ACCESS FORM

Please complete and mail or bring the request to the above address.  
A signature and date is required to process the request.

Name: \_\_\_\_\_

Street address: \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

Fax number (if applicable): \_\_\_\_\_

Requested documents (be as specific as possible):

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: You subsequently may be required to provide positive identification as allowed by state and federal law, particularly if you are requesting a student record.*

*While the daytime telephone number is optional, it will allow USD 308 staff to contact you for any needed clarifications and speed processing of your request.*