

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

Records Custodian  
Ellis County Sheriff's Office  
105 West 12<sup>th</sup> Street  
Hays, KS 67601

RE: Open Records Request

Dear Records Custodian:

Under the Kansas Open Records Act (KORA), K.S.A. 45-215 et seq., I request access to or copies of the following records (please be as specific as possible in describing the records you want and the time period your request covers; attach additional pages if necessary):

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I request the information be provided in the following format if possible (please check one):

Paper

Electronic

My contact information is:

Name: \_\_\_\_\_ Daytime Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Email Address: \_\_\_\_\_

I certify that I do not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

Sincerely,

(Name of Requestor)

*\*This form is being provided to potential requestors as a helpful guide for composing an effective request for public information. Requestors should not consider this form to be mandatory.*