



City of Burlingame, 101 E. Santa Fe, Burlingame, KS 66413

REQUEST FOR PUBLIC RECORDS

(To be completed by Requester)

Name: _____

Address: _____

City, State and Zip: _____

Phone: _____

COPIES SOUGHT: Please provide as specific a description as possible of the record(s) you desire copied. Include record titles and dates.

| Record Title/Date | No. of Copies |
|-------------------|---------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

CHARGES: A charge for providing copies of public records is authorized by state law and is set by Council at a level to compensate the City for the costs incurred in honoring your request.

The charge to you for copy(s) of the record(s) you request shall be at the rate of \$10 per hour per employee engaged in the record search (2 hr. minimum) plus \$.25 per page.

MUST BE SIGNED AT CITY HALL

Signature _____

(To be completed by City Clerk)

Time of Request: Date _____ Time Access Provided: Date _____

Time _____

Time _____

Per hour employee charge: _____

Charge per page copied - \$.25 X _____ = _____

Total \$ _____

City Clerk