

# The Kansas Open Records Act (KORA)



## Additional information

If you have questions about the Kansas Open Records Act or the university's policies regarding open records, or to obtain assistance in resolving disputes relating to records requests, contact the university's Freedom of Information Officer:

**Ashley Martin**, *Interim Vice President for Communications and Marketing*  
1525 Mid-Campus Drive North, 128 Dole Hall,  
Kansas State University, Manhattan, KS 66506  
Fax **785-532-7355** or email [ashley07@k-state.edu](mailto:ashley07@k-state.edu)

## The Kansas Open Records Act (KORA)

The university complies with the Open Records Act (the “Act”), (K.S.A. 45-215 et seq.), as a public agency of Kansas. You may inspect and obtain copies of public records, including university records, which are not exempted from disclosure by a specific law.

The university’s Policies and Procedure Chapter 3060 contains detailed information about requesting open records from Kansas State University. That policy includes the controlling provisions for the university’s obligations under the Act. The site can be accessed at [k-state.edu/policies/ppm/3000/3060.html](http://k-state.edu/policies/ppm/3000/3060.html).

### What are public records?

Public records are defined as “any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency.” The university is a public agency.

### Which records are closed/exempted?

Common open records exemptions are included in the policy above and listed in the Act. For example, student records are typically not disclosed based on protections granted in the federal student privacy law, FERPA. Additionally, copies of radio or recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices are generally not required to be disclosed unless the records previously were displayed at an open meeting. The Act also does not require the university to provide narrative answers to questions or create records that do not already exist.

### How do I request a record?

To access or obtain copies of open records, you must request the records in writing (including submission by facsimile or email) through the Freedom of Information Officer’s designees, who are:

- **For the Department of Intercollegiate Athletics:**

**Jim Bach**, *associate athletic director for business operations*  
Bramlage Coliseum, Kansas State University, Manhattan, KS 66506  
Fax 785-532-5630 or email [jbach@kstatesports.com](mailto:jbach@kstatesports.com)

- **For all other university departments:**

**Hanna Manning**, *executive assistant communications and marketing*,  
1525 Mid-Campus Drive North, 128 Dole Hall,  
Kansas State University, Manhattan, KS 66506  
Fax 785-532-7355 or email [openrecords@k-state.edu](mailto:openrecords@k-state.edu)

You may request to view and inspect records during regular office hours on all business days, excluding Saturday, Sunday, and official holidays, from 8:00 a.m. to noon, and from 1:00 p.m. to 5:00 p.m. The university is closed on official holidays and other days during winter break.

### What happens after I make a request for records?

You can expect that the university will provide a written response to your request within three business days. The response may inform you that it will take additional time to produce the records.

The university also may require you to provide proof of your identity and ask you questions to determine whether you are seeking the records for a prohibited purpose.

The university charges reasonable advance fees, not exceeding actual cost, for access to records, copies of records and staff time for processing your request. Estimates are provided to the requester, unless the requester previously authorized the estimated amount. The requester is responsible for paying those fees prior to getting access to or copies of the records. If the estimates are less than the actual costs, the requester is responsible for the additional fees.

