

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:

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1525 Mid-Campus Drive North, 128 Dole Hall,
Kansas State University, Manhattan, KS 66506
Email patrickburt@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

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 classified as a public agency for the purposes of this Act.

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. 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?

Requests for inspection or copying of public records must be made in writing. Written requests may be made through NextRequest, mail, or by email addressed to the Designated Records Custodian. NextRequest can be accessed at k-state.nextrequest.com

- **For the all University Departments and Intercollegiate Athletics:**
Leah Saucedo-Jeppe
Open Records Custodian and Paralegal
Office of General Counsel, 1301 Lovers Lane, RM 4021 Manhattan, KS 66506
Email 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 12:00 p.m., and from 1:00 p.m. to 5:00 p.m. The university is closed on official holidays and 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.

