



OSFM KANSAS OPEN RECORDS REQUEST FORM FOR INVESTIGATIVE REPORTS/INSURANCE CLAIMS

Pursuant to the Kansas Open Records Act

K.S.A. 45-215 et seq.

This form is being provided to potential requestors as a helpful guide for composing an effective request for public records. Requestors should not consider this form to be mandatory. KORA requires requests to be in writing. Email is an acceptable form of written request.

Attention: Official Designated Agency Investigative Records Custodian
Carolyn Lowry
Senior Administrative Assistant
Office of the State Fire Marshal
800 SW Jackson, Suite 104
Topeka, KS 66612
TEL: (785) 296-8984
FAX: (785) 368-6559
Email: osfminv@ks.gov (Use subject line: "Open Records Request")

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): _____

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: _____

In accordance with K.S.A. 45-220(c)*, 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. The unlawful use of lists of names and addresses may result in a civil penalty of up to \$500, pursuant to K.S.A. 45-230. I additionally certify that, if access to public records or the purpose for which the records may be used is limited pursuant to K.S.A. 45-221 or K.S.A. 45-230, I have a right of access to the records and the basis of that right.

Requestor's Signature: _____ Date: _____

*Note: You may locate and review a copy of these statutes by using the following links:

http://www.ksrevisor.org/statutes/chapters/ch45/045_002_0020.html

https://www.ksrevisor.org/statutes/chapters/ch45/045_002_0021.html

https://www.ksrevisor.org/statutes/chapters/ch45/045_002_0030.html