Sedgwick County Fire District 1

Administrative Office: 7750 N. Wild West Dr. - Park City, KS 67147
Phone: 316-660-3473 · www.sedgwickcounty.org - Fax: 316-660-3474

Sedgwick County...
working for you

RECORDS REQUEST FORM

Information Requested By:

Name:_____ **Company:**_____

Address:_____

City:_____ **State:**_____ **ZIP:**_____

Primary Phone:_____ **Fax:**_____

Email Address:_____ **Date of Request:**_____

Preferred Method of Receiving Report:

Email   **US Mail**   **Fax**   **Pickup at Administrative Office**

Location/Address:_____

Date/Date Range:_____

Description (attachment accepted):_____

_____

_____

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The Kansas Open Records Act (KORA) guarantees any person the right to inspect and obtain copies of all public records, unless the records are closed consistent with specific provisions of law. Within three business days of receipt a County department must either provide records requested; inform the requester when, how and at what cost they will be provided, or state why the records cannot be provided. In some instances, Sedgwick County Government may not have the records requested, or may need more than three business days to search.

FOIA/KORA requests for data will be calculated at a rate of $25.00 a hour (minimum - $25). Reproduction cost of 35mm, digital, video or audiocassette - $35.00 per hour, plus actual cost of reproduction cost (minimum - $35).

Request forms may be faxed to 316-660-3474, submitted in person weekdays 8 am to 5 pm
at the address above, emailed to scfd@sedgwick.gov, or mailed to the address above.

For questions please call the Administration Office at 316-660-3473.
For specific incidents to which we responded please use the INCIDENT REPORT REQUEST FORM.

Admin Use: **YES   NO**
APPROVED   **DATE**   **APPROVED BY**   **TITLE**

PAYMENT DATE   **METHOD**   **AMOUNT**