

Fee Schedule

The Department of Labor may charge reasonable fees, not exceeding actual cost, for access to records, copies of records and staff time for processing your request. Pursuant to the authority of K.S.A. 45-219, the following schedule of fees for access or copies of public records from the Department of Labor is established.

Copies of Documents *includes actual copying time*

- First 100 pages no charge
- \$0.36 per one-sided page

Record Search *excluding copying time*

- \$0 for first quarter hour
- \$3.75 per quarter hour

Record Review

- \$35/hour for Labor staff attorney
- \$50/hour for Chief Counsel and Deputy Chief Counsel

Payment of Fees: All charges are made in one quarter hour increments. If copies are requested, a written request shall be made, and payment shall be made in advance of production of said documents. Personnel responding to a request for copies or access shall fully document their computation for fees, and the same shall be made available to the Secretary should the reasonableness of the fees be challenged. Persons requesting records may appeal the reasonableness of the fees charged for providing access to or furnishing copies of such records to the Secretary of Administration whose decision shall be final.

Complete fee schedule available at:

<https://www.dol.ks.gov/laws/kansas-open-records-act-kora->



Kansas Open Records Act

KORA Requests

401 SW Topeka Blvd.

Topeka, Kansas 66603

KDOL.KORARquest@ks.gov

Fax: 785-296-0196

Overview

The Kansas Open Records Act (KORA) is the Kansas version of the federal Freedom of Information Act. It allows for public inspection and copying of some records maintained by public entities. Not all records are available for public inspection. You can submit a KORA request by sending an e-mail to KDOL.KORARquest@ks.gov

Most records maintained by public entities are open for public inspection and copying. Records commonly requested include, but are not limited to:

- [Kansas Statutes](#)
- [Kansas Regulations](#)
- Policies
- Minutes/Records of Open Meetings
- Salaries of public officials
- Agency budget documents

If you have general questions or concerns regarding the Kansas Open Records Act, please contact the Kansas Attorney General's Office at (785) 296-2215. If you are seeking specific records kept by another agency, please contact that agency. An agency is only required to provide public records that already exist. There is no requirement for the agency to create a record at your request.

KORA Basic Rights & Responsibilities

- You have the right to inspect and obtain copies of public records maintained by KDOL which are not exempt from disclosure by a specific law.
- You must request records – written, photographic or computerized. The KORA does not require KDOL to answer questions or prepare reports.
- KDOL may require you to put your request in writing.
- You must provide proof of your identity, if requested.
- You do not have to say why you want these records or who you work for.
- KDOL may charge reasonable fees, not exceeding actual cost, for access to records, copies of records and staff time for processing your request.
- You have the right to receive a written response to your request not later than the end of the third business day following the date that the request is received.
- The response may inform you that it will take additional time to produce the records. Reasons for additional time may include voluminous records, complicated request parameters, unresolved legal issues or difficulty in accessing archived records.
- The response may deny your request, in whole or in part. If the request is denied, the agency must identify generally the records to be denied and the specific legal authority for the denial.
- You have the right to obtain a copy of KDOL's policies and procedures for access to records.
- You have the right to request assistance from the agency's Information Officer.
- You have the right to bring a private lawsuit or to file a complaint with the Kansas Attorney General's Office if you feel you are wrongfully denied records.

Additional information can be found on the [Attorney General's website](#).

Requesting Records

Submit your record request in writing. Provide a specific description of the record you seek to expedite the process. You may be asked to certify that you will not use the records for commercial purposes.

Most records will be produced within three business days from the time the request is received. If the request is delayed or denied, you will receive a written explanation for the delay or denial within three business days.

Exceptions to KORA

The KORA recognizes that certain records contain private or privileged information. The Act lists several exceptions, including:

- Personnel information of public employees
- Medical treatment records
- Records protected by attorney-client privilege
- Records closed by the rules of evidence
- Records containing personal information compiled for Census purposes
- Notes and preliminary drafts
- Criminal investigation records

A list of additional exemptions can be found in [K.S.A. 45-221](#)

The Department of Labor may not release records maintained pursuant to Employment Security Law. Under Kansas law, these records are confidential and are not open to public inspection. K.S.A. 44-714(e). This means that the records we maintain regarding Unemployment Insurance Benefits and Wage Information provided by employers and employees are not public records. Employment and Training records also may not be opened.