

VIEWING OF OFFICIAL RECORDS

It shall be the policy of the Board of Trustees that official records of the College specified by open records statutes shall be made available for inspection by citizens of the District and other interested parties as required by the open records act of the State of Kansas.

- A. The request must be made during regular office hours to the appropriate College official who has been designated by the Board of Trustees to handle such requests.
- B. The records may be viewed in the office area designated by the said College official.
- C. Photographs or photocopies of records may be made within the office area designated by the said College official who may adopt and enforce reasonable rules governing the work.
- D. Copies of the Published Budget and Annual Audit shall be made each year for use of the faculty and staff of the College, by citizens of the District, or agencies and organizations that may desire such information and will be on file in the library of the College.

PUBLIC RECORD INFORMATION OFFICER

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Room: SU208
Labette Community College
200 S. 14
Parsons, KS 67357



Labette
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Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and Section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Vice President of Student Services, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700, extension 1264.

THE KANSAS OPEN RECORDS ACT

A GUIDE TO THE RIGHTS OF
THE PUBLIC AND THE
RESPONSIBILITIES OF PUBLIC
EDUCATIONAL INSTITUTIONS.

**LABETTE
COMMUNITY
COLLEGE**



Sunshine Laws require governments to function in the open, subject to public scrutiny. Kansas has two sunshine laws: The Kansas Open Records Act (KORA) and the Kansas Open Meetings Act (KOMA). KORA requires most records that are made or kept by community colleges to be open to the public. KOMA is designed to ensure public access to information that forms the basis for public decision-making.

Each of these laws make openness the rule, but recognizes there are times when individual privacy interests or competing public interests override the public right to know.

Private individuals can bring an action in the district court to enforce their rights under KORA. Actions can also be brought by the county attorney, the district attorney, or the Kansas Attorney General. Although community colleges can be fined for intentionally violating KORA, injunctions and other orders to enforce the purposes of KORA are the most common remedies.

KORA begins with the presumption all public records should be open to the public, but allows certain exemptions from this requirement. Exemptions are included in the law because the legislature has determined the public right to know is outweighed by another important interest. The following list provides examples of the types of records which may be exempt under KORA. Not all exempt records are included in this representative list.

- Records exempted by other laws;
- Records that are privileged under the rules of evidence;
- Medical and treatment records;
- Personnel records except for the name of the employee, position held, salary, employment contracts, and length of service;
- The names of donors, if they have requested their name not be released, unless the donation is to benefit a named public officer or employee;
- Some emergency or security procedures;
- Sealed bids until one is accepted or all are rejected;
- Correspondence with a private individual;
- Records containing information of a personal nature where disclosure would constitute an unwarranted invasion of privacy.

KORA grants the public the following rights:

- To have our Public Record Information Officer respond to your questions about KORA
- To inspect any public record we have in our possession that is not exempt. We are not required to create a record for you if the record doesn't exist
- To have copies of public records, though we can charge reasonable fees for making copies
- To be informed of the procedures you must follow in requesting access to or copies of our records during our regular business hours
- To have access to a record not later than three business days after you request it
- To a written explanation of the reason we are denying you the access to a record, if we refuse to allow you access to a record
- To bring an action against us in the district court if you believe we are denying you access to a record you have a right to see
- To have your attorney's fees paid by us if the court determines we intentionally violated your right under KORA, and had no reasonable basis for denying your request

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