

# Open Records Request

## Douglas County District Attorney

Attn: Freedom of Information Officer

111 E. 11th St., Unit 100

Lawrence, KS 66044

damedia@dgcoks.gov



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*This form is being provided to potential requestors as a helpful guide for composing an effective request for public information. Requestors should not consider this form to be mandatory.*

Date

RE: Open Records Request

Dear Freedom of Information Officer:

Under the Kansas Open Records Act (KORA), K.S.A. 45-221 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 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

## Contact Information

Name

Daytime Phone Number

Street Address

City

State

Zip

Email Address

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.

Sincerely,

Signature

Full Printed Name