

Policy: Appendix - Kansas Open Records Act Procedures (Form A-2) 218.01a

JOHNSON COUNTY COMMUNITY COLLEGE
RECORD INSPECTION AND/OR COPY DELAY NOTICE

TO: _____(Name of Requestor)

_____ (Address)

Your request, dated _____ for (_____ inspection) (_____ copies) of the following records has been delayed.

1. _____

2. _____

3. _____

(Title or Description of Record)

The reason for the delay is:

____ The record requested cannot be located at this time.

____ Please provide additional identification information.

____ Our search for the record is continuing and you will be contacted when it is located.

____ The record requested has been temporarily removed from this office. It will be returned and made available to you on or before ____:____ AM PM, _____.

____ This office is attempting to establish whether the record requested is open public record.

____ The record custodian has determined that disclosure of the record requested could constitute a violation of privacy. In accordance with the record inspection procedures adopted by the college, the record custodian will contact parties identifiable from the record requested and determine whether he, she or they seek to assert a privacy claim.

(Record Custodian)

Date _____

Time ____:____ AM PM