

Policy: Appendix - Kansas Open Records Act Procedures (Form A-4) 218.01a

JOHNSON COUNTY COMMUNITY COLLEGE
RECORD COPY REQUEST DENIAL

TO: _____ (Name of Requester)

_____ (Address)

Your request dated _____, 199_, for copies of the following records has been denied.

1. _____

2. _____

3. _____
(Title or Description of Copies Requested)

The above listed records are open public records available for your inspection. However, your request for a copy of such records is hereby denied, upon a finding by the undersigned record custodian that:

____ Any available method of mechanical reproduction would result in damage to the requested record.

____ Production of copies of the requested record is not required under the Kansas Open Records Act _____ (cite section of Act relied upon).

____ Copying the record requested is restricted under federal or state law _____ (cite law relied upon).

____ Other (specify) _____

Record Custodian

Date: _____

Time: ____:____ AM PM