

Board of Indigents= Defense Services

Policy

SUBJECT OPEN RECORDS POLICY

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Mission

It is the mission of the State Board of Indigents’ Defense Services to provide the Sixth Amendment right to counsel and other defense services to indigent persons charged with felonies in a cost effective manner.

The Open Records Law

The Kansas Open Records Act (KORA) is a law that aids persons wishing to obtain access to public records. This law requires public agencies and other public bodies to make public records available for inspection and duplication without explanation at a reasonable cost. “Public record” generally means any recorded information, regardless of form or characteristics, which is made, maintained or kept, or is in the possession of any public agency. KORA does not require an agency to answer questions or prepare reports, but only to provide public records that already exist.

The State Board of Indigents’ Defense Services is a public agency under the open records law.

- You may be charged a reasonable fee, not exceeding actual costs, for access to records, copies of records and staff time for processing a request.
- You may be asked to submit your request for information in writing. Make your request as specific as possible to expedite the process.
- You may be requested to provide proof of your identity.
- A response will be provided within three business days after receiving the request.

While most agency records are public documents and must be disclosed to the public, KORA does allow public agencies to deny public access to some records when there is a specific reason provided within the open records law to do so. For example, KORA provides that a government agency may withhold from public disclosure any agency records which contain information that state or federal laws expressly prohibit the agency from releasing.

Where to Send an Open Records Request

Your request for open records should be sent to:

Patricia A. Scalia, Executive Director and Records Keeper, SBIDS, 714 SW Jackson, Suite 200, Topeka, KS 66603

STATE BOARD OF INDIGENTS' DEFENSE SERVICES

714 SW Jackson, Suite 200

Topeka, KS 66603

(785) 296-6631

Fax (785) 291-3082

Patricia A. Scalia, Executive Director
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Date

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