

## Access to Open Records

In accordance with the Kansas Open Records Act (Kansas Statutes Annotated 45-215 through 45-223), the SCKLS Director (link to [paul@sckls.info](mailto:paul@sckls.info)) is designated by the South Central Kansas Library System as its Freedom of Information Officer.

Requests for records, whether they are in written, graphic or electronic format, must be in writing. Most records will be provided within three business days from the time the request is received. If the request is delayed or denied, written explanation for the delay or denial will be provided.

Reasonable fees, not exceeding the actual cost and including staff time, may be charged for providing the records and processing requests.

The Kansas Open Records Act (Kansas Statutes Annotated 45-215 through 45-223) recognizes that certain records contain private or privileged information and may be designated by SCKLS as closed from the public. Accordingly, the South Central Kansas Library System policy is that the following records whether in print, graphic or electronic format are confidential:

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| <b>Exception 3</b>  | Medical treatment records  |
| <b>Exception 4</b>  | Personnel records of library employees   |
| <b>Exception 7</b>  | Library, archive or museum materials contributed by private persons to the extent of any limitations imposed as conditions of contribution                             |
| <b>Exception 8</b>  | Information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation |
| <b>Exception 23</b> | Library patron registration records and circulation or loan records which pertain to identifiable individuals  |