

**FOR QUESTIONS REGARDING  
KORA REQUESTS**

Director of Administrative Services  
Kansas Secretary of State's Office  
Memorial Hall, 1st Floor  
120 S.W. 10th Avenue  
Topeka, KS 66612-1594  
kora@sos.ks.gov  
(785) 296-4564

*Please state that you wish to make a KORA request.*

**FOR QUESTIONS REGARDING RARs**

Deputy Assistant, Business Services  
Kansas Secretary of State's Office  
Memorial Hall, 1st Floor  
120 S.W. 10th Avenue  
Topeka, KS 66612-1594  
rar@sos.ks.gov  
(785) 296-4564

*Please state that you wish to use the RAR process.*

“It is declared to be the public policy of the state that public records shall be open for inspection by any person unless otherwise provided by law, and the open records law shall be liberally construed and applied to promote such a policy.”

**K.S.A. § 45-216**

**Access to Public Records**

Kansas Secretary of State

This brochure addresses important points concerning Kansas open records law.



Prepared by the Office  
of Kansas Secretary of State

**Kris W. Kobach**



## Your Rights

- You may inspect and obtain copies of public records not exempt by law. (K.S.A. § 45-221 lists a majority of these exemptions.)
- You may acquire assistance and information from the Secretary of State's office regarding the process of inspecting and obtaining copies of public records.
- You may rely on a reasonable response time.
- You may not use the information for purposes prohibited by K.S.A. § 45-230.

## Our Responsibilities

The Secretary of State's office has the responsibility to:

- Provide full access to public records;
- Protect public records from damage and disorganization;
- Prevent excessive disruption to the essential functions of the Secretary of State's office;
- Provide assistance and information upon request;
- Ensure sufficient and timely action in response to applications for inspection of public records.

## The Process

For your convenience, the Secretary of State's office provides two ways to obtain access to public records: a Records Access Request (RAR) or a Kansas Open Records Act (KORA) request.

**1. The RAR process** allows individuals to access commonly available records quickly and easily. This is normally used to access business records. You can choose which records you want to request from a menu of options. To access records through an RAR, follow these steps:

- Obtain an RAR form either in person or online (see the following directions):
  1. Go to [www.sos.ks.gov](http://www.sos.ks.gov)
  2. Click on "Filings & Forms"
  3. Click on "Miscellaneous"
  4. Click on "RAR"
- Completely fill out RAR form;
- Sign your name certifying that you will not use the information for commercial purposes (K.S.A. § 45-220(c));
- Submit to the Secretary of State's Deputy of Business Services;
- Pay the appropriate fee (K.S.A. § 45-218(f)).

You will receive a response within a reasonable time period.

**2. The KORA process** allows access to any applicable public record. You write in which record you want to request and this does not require a particular form. You may use the paper RAR form found at [www.sos.ks.gov](http://www.sos.ks.gov) by searching for "PRAR." To access records through a KORA request, follow these steps:

- Submit a written request to the Secretary of State's Office of Legal Counsel with your name, address, and which records you desire to access;
- Depending on your request, we may require you to certify that you will not use the information for commercial purposes (K.S.A. § 45-220(c));
- Pay the appropriate fee (K.S.A. § 45-218(f)).

Within three business days, you will receive a response, either granting your request, updating you on the status of your request, or explaining the cause of further delay.

