

Submit Form to MTAA Admin

Mail or In Person: Email: abenton@mtaa-topeka.org

6510 SE Forbes Ave. Fax: (785)-862-7421

Topeka, KS 66619



Metropolitan Topeka Airport Authority Records Request Form

REQUESTER INFORMATION

Name:		Email:	
Company:		Phone:	
Mailing Address:		Fax:	
City:	State:	Zip Code:	

DESCRIPTION OF RECORDS REQUESTED

Please provide specific information of the record(s) you desire. Include record titles and dates as well as the name of persons involved in the case, if known. MTAA will respond to your request as soon as possible, but no later than three (3) business days following the date the request is received by the records custodian.

Case Number:	Date of Incident:

I certify that I do not intend to, and will not: (1) Use any list of names or addresses contained in or derived from the records or information requested for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (2) sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed. See K.S.A. 45-230.

Requestor Signature: _____ Date: _____

CHARGES

A charge for providing access to public records is authorized by state law and has been established by MTAA. These charges are set at a level to compensate for the actual costs incurred in honoring record requests.

MTAA charges a fee of \$5.00. Victim of an incident will receive the first copy for free.

Preferred Method of Receiving Document: Mail: _____ Fax: _____ Pick Up In Person: _____

In Person Pick-up hours:

Monday through Friday between 8 AM - 4 PM. Excluding Holidays

TO BE COMPLETED BY RECORD CUSTODIAN

Date Request Received by Record Custodian:		Time:	
Record Provided:	Date Provided:	Reason Denied:	
Total Charges: \$	Prepaid:	Paid:	Billed:

Record Custodian: _____