



Kansas Open Records Act Request Form

The Bert Nash Center, including the Treatment & Recovery Center of Douglas County, complies with the Open Records Act, K.S.A. 45-215 et seq. Individuals may inspect and obtain copies of public records that are not exempt from disclosure by law. **To obtain public records, submit this completed form and a copy of your valid state photo identification (e.g. driver's license or state ID).** Requests can be mailed, emailed or delivered in person during regular business hours to:

Bert Nash Center
Attn: Quality Improvement Department
200 Maine St., Ste. A
Lawrence, KS 66044
publicrecords@bertnash.org

Requester Information

Last name:	First name:	Middle name:	
Organization, if requesting on its behalf:			
Street (mailing address):	City:	State:	Zip:
Email address:	Daytime telephone number:		
Specific description of the records you are requesting. Make your request as specific as possible to expedite the process.			
Reason for the request:			
How the information will be used:			

Reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time for processing the request. An estimate of the cost will be provided to you prior to processing the request.

I have reviewed and understand the information on this form and attest that the requestor information I provided is accurate and complete.

Requester's signature

Date