

## To obtain copies of open records

You may request records by going to the Kansas Insurance Department's website, [www.ksinsurance.org](http://www.ksinsurance.org). Select 'Open Records Request' from the "Online Services" dropdown menu on the home page.

Walk-ins are welcome. However, to expedite service, we suggest you call ahead to the appropriate division:

Property & Casualty: 785-296-7844  
Life: 785-296-2710  
Accident & Health: 785-296-7850

It may be necessary to provide written certification that the requestor does not intend to and will not use the names or addresses contained in or derived from the records for solicitation purposes.

You may be requested to provide proof of identity.

KID is not required to create a record that is not already in existence at the office address or obtain the record from another agency/business.

## Request records:

Requests entered on our website are easy, quick and convenient.

**Online:** [www.ksinsurance.org](http://www.ksinsurance.org)

**By mail:** John Wine  
Custodian of Records  
Kansas Insurance Department  
420 SW 9th St.  
Topeka, KS 66612

**By fax:** 785-296-2537

# Kansas Insurance Department



## Contact us:

**Online:**  
[www.ksinsurance.org](http://www.ksinsurance.org)

**By email:**  
[commissioner@ksinsurance.org](mailto:commissioner@ksinsurance.org)

**Consumer Assistance Hotline:**  
800-432-2484

**Main Number:**  
785-296-3071

**By mail:**  
420 S.W. 9th St., Topeka, KS 66612

**By fax:**  
785-296-5806

**Hours:**  
8 a.m. to 5 p.m. weekdays  
(except state holidays)



**Ken Selzer, CPA**  
*Commissioner of  
Insurance*

# Kansas Open Records Act



*In 1984, the Kansas Legislature enacted the Kansas Open Records Act, or K.S.A. 45-215 et seq. This act gives you the right to access some public records.*

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# Kansas Open Records Act

## The Kansas Insurance Department is responsible for:

- Appointing a custodian of records to assist the public.
- Acting on your request within three business days of receipt, and providing an estimated charge for the request.
- Informing the requestor if the information will take additional time to gather and establishing a reasonable date for delivery.
- Redacting confidential or personal information before releasing the information.
- Determining the form (paper or electronic) in which the information will be produced if the record is maintained in an electronic database, some of which might not be maintained in printed form as provided in the KID record retention schedule.

## Office hours

The Kansas Insurance Department is open 8 a.m. to 5 p.m. weekdays (except state holidays).

## Open Records Fees:

### Service retrieval, review and redaction charges:

- Secretary/clerk at \$7.50 per quarter hour
- Administrator/attorney at \$10.50 per quarter hour

### Copying charge:

- Paper copies at \$.50 per page
- PDF copies at \$.25 per page
- Certified copies with seal at \$7.00 per page

### Fax charge:

- \$1.00 per page locally
- \$1.50 per page long distance

### Postage

### Nominal fees for storage media, such as CDs

### Agent and company lists:

- Available for download on the KID website at [www.ksinsurance.org/about/agentlist.php](http://www.ksinsurance.org/about/agentlist.php)
- Charges apply to agent lists
- Additional computer programming charges may be billed at cost, if required

## Now available

SERFF Terminal  
(System for Electronic Rate and Form Filing)

You can access and copy insurance policy rate and form filings through the SERFF Terminal at the Kansas Insurance Department. Contact the appropriate division to schedule an appointment:

Property & Casualty:	785-296-7844
Life:	785-296-2710
Accident & Health:	785-296-7850

The cost of use is \$1.00 per minute.

## You have the right to:

- During regular office hours, inspect or request copies of public records retained by the Kansas Insurance Department (KID) that are not exempt from disclosure by a specific law. You may wish to call ahead for faster service. Phone numbers for the Property & Casualty, Life, and Accident & Health divisions are listed on the back of this brochure.
- Obtain a copy of KID policies and procedures for access to public records.
- Receive a statement of estimated charges in advance of work being produced.