

## What You Can Access

The KDOC must disclose the following about a specific offender:

- **Name and KDOC Registration Number;**
- **Physical description** (date of birth, height, weight, hair and eye color, body markings, including photograph);
- **Conviction history** (crime(s) of conviction, county, case number);
- **Sentence structure** (individual sentences, controlling sentence, sentence begins date, anticipated guidelines release date, parole eligibility, conditional release, expiration of sentence);
- **Location** (current location and facility movements, including movement dates, location of parole office maintaining supervision, and address of releasee whose crime was committed after May 29, 1997. This does not include the location of an inmate housed in another state under provisions of the interstate corrections compact. The Secretary of Corrections has discretion not to release this information for security purposes);
- **Custody or supervision level;**
- **Institutional disciplinary record** (violations for which offender was found guilty);
- **Conditions of supervision** (excluding special conditions pertaining to mental health or substance abuse counseling); and
- **Supervision condition violation(s) actually resulting in revocation.**
- In addition, the other kinds and classes of public records and information which the KDOC must disclose in response to a request made under KORA are: statutes, regulations, policies, minutes/records of open meetings, salaries of public officials and agency budget documents.

## For More Information

You may submit a written request for access to public records to:

- Cheryl Cadue, Public Information Officer
- Kansas Department of Corrections  
714 S.W. Jackson, Suite. 300  
Topeka, Kansas 66603
- E-mail: [KDOC\\_Pub@ks.gov](mailto:KDOC_Pub@ks.gov)
- Or call (785) 296-3317 or toll-free (for Kansas or Missouri callers) at (888) 317-8204.

### Kansas Department of Corrections

714 S.W. Jackson St. Suite 300  
Topeka, Kansas 66603  
(785) 296-3317  
Fax: (785) 296-0014  
[www.doc.ks.gov](http://www.doc.ks.gov)



## Mission

The Department of Corrections, as part of the criminal justice system, contributes to the public safety and supports victims of crime by exercising safe and effective containment and supervision of inmates, by managing offenders in the community, and by actively encouraging and assisting offenders to become law-abiding citizens.

## Open Records & Public Information

The following are important points concerning the Kansas open records law. 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 constructed and applied to promote such policy. This brochure pertains to the law in effect on July 1, 2012.

## The Open Records Law

The Kansas Open Records Act (KORA) is a law that aids persons wishing to obtain access to public records. This law requires public agencies and other public bodies to make public records available for inspection and duplication without explanation at a reasonable cost. "Public record" generally means any recorded information, regardless of form or characteristics, which is made, maintained or kept or is in the possession of any public agency. KORA does not require an agency to answer questions or prepare reports, but only to provide public records that already exist.

The Kansas Department of Corrections (KDOC) is a public agency under the open records law.

- You may be charged a reasonable fee, not exceeding actual costs, for access to records, copies of records and staff time for processing a request.
- You may be asked to submit your request for information in writing. Make your request as specific as possible to expedite the process.
- You may be requested to provide proof of your identity.
- A response to the request will be provided within three business days after receiving the request.

#### **The Public Right to Access**

When a public record contains information that cannot be disclosed, this law specifies that the government agency shall remove the privileged or confidential information and release the rest. KORA is designed to make the process for requesting public information a simple matter. KORA also provides that if an individual believes s/he was improperly denied access to agency records after receiving a denial by a government agency, s/he is entitled to take steps to seek reconsideration, file a complaint with the Kansas Attorney General's Office, as well as judicial review of that denial.

While most agency records are public documents which must be disclosed to the public upon request, KORA does allow public agencies to deny public access to some records when there is a specific reason provided within the open records law to do so. For example, KORA provides that a government agency may withhold from public disclosure any agency records which contain information that state or federal laws expressly prohibit the agency from releasing. More information can be obtained at: [www.ag.ks.gov/legal-services/open-govt](http://www.ag.ks.gov/legal-services/open-govt).

#### **A Public Agency: Kansas Department of Corrections**

The KDOC is a cabinet level, executive agency responsible for administering the state correctional system.

The KDOC:

- Administers felony sentences of adult offenders committed to the custody of the Secretary of Corrections;
- Operates correctional facilities for incarceration of adult felony offenders;
- Provides community supervision of offenders released from prison;
- Provides program services to offenders to assist them in preparing for successful return to the community; and,
- Administers grants to local governments pursuant to the Community Corrections Act .

The KDOC collects and compiles information regarding population trends, offender characteristics and demographics, and admissions and releases. This information is published annually in the KDOC's annual report.

The document is available for download through the KDOC's web site at [www.doc.ks.gov](http://www.doc.ks.gov).

#### **What You Cannot Access**

KORA includes a long list of certain records and information a government agency may withhold from the public. See K.S.A. 45-221(2). Those include but are not limited to:

- 1) Information that another law says may be kept secret.
- 2) Most correctional records regarding identifiable offenders, including Social Security number.
- 3) Security information, procedures or plans about jails, prisons and detention facilities.
- 4) Supervision history of identifiable post-release offenders. See also K.S.A. 22-3711.
- 5) Preliminary drafts and notes, unless such items are cited publicly by the head of the agency.
- 6) Some computer information, if its disclosure would jeopardize a computer system or its data.
- 7) Communications between a government agency and lawyer if records of those communications would not be subject to discovery in a lawsuit.
- 8) Records prepared in actual anticipation of a lawsuit under the direction of a lawyer advising the government agency.
- 9) Personnel information of public employees, including the home addresses and home ownership information for correctional officers and parole officers.
- 10) Medical treatment records.
- 11) Records containing personal information compiled for Census purposes.
- 12) Criminal investigation records.