

# Open Public Records

## Kansas Public Employees Retirement System

### Kansas Law

The Kansas Open Records Act (K.S.A. 45-215 et. seq.) requires that State of Kansas "public records shall be open for inspection by any person unless otherwise provided by this act."

The Act also says that every Kansas public agency that maintains public records will designate a local freedom of information officer to:

- Provide educational materials about the Act.
- Help resolve disputes related to the Act.
- Respond to inquiries related to the Act.

This document explains your right to review Retirement System records as well as how to request access to those records.

### What Is Public and What Is Not?

According to state law, some Retirement System records are open to the public while others are not. The Open Records Act says that records kept by a public agency, such as KPERS, generally are considered open to the public unless otherwise specified by law.

State law prohibits the Retirement System from releasing information about individual members unless the member gives written permission. However, the Retirement System may release member account information to employers and state and federal agencies, when the System's Board of Trustees determines that it is necessary. The release of other information, such as

correspondence between the System and an individual, may be somewhat limited.

### Submitting a Request

You may request access to certain Retirement System records and documents. Your request for public information needs to be in writing. Written requests need to include your name and full address, as well as information to identify the requested records and determine your right to access. For example, you might provide a specific title and date for a report.

When KPERS receives your request, we will provide an acknowledgment within three business days. We will provide an explanation and let you know when and where the information will be available. If your request for access is denied, KPERS will provide a written statement of reasons, as requested.

According to Kansas law, KPERS may charge fees for staff time and cost associated with record searches and preparation. We will let you know in advance about any cost.

### KPERS Open Records Information

For more information or to request copies of public records:

Phone: Toll-free: 1 (888) 275-5737  
Topeka: 296-6666

Office Hours: 8 a.m. - 5 p.m., Monday - Friday

Mail: 611 South Kansas Avenue, Suite 100  
Topeka, Kansas 66603-3869

Email: [kpers@kpers.org](mailto:kpers@kpers.org)

