

To obtain copies of open records

The fastest way to request records is by going to the Kansas Insurance Department's website, www.ksinsurance.org. Select 'Open Records Request' from the "Online Services" dropdown menu on the home page.

If you prefer to walk-in to our department to obtain records, we recommend calling the records custodian ahead of time so that advance preparation can be made. Please call 785-296-7062.

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

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

By fax: 785-291-3190

Kansas Insurance Department



Contact us:

Online:
www.ksinsurance.org

By email:
KID.commissioner@ks.gov

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)



Vicki Schmidt
*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

Postage

Nominal fees for storage media, such as CDs

Agent and company lists:

- Available for download on the KID website at <https://www.ksinsurance.org/agentagency/download-agent-lists.php>
- Charges apply to agent lists
- Additional computer programming charges may be billed at cost, if required

Access SERFF from anywhere!

Insurance company filings submitted electronically to the Kansas Insurance Department through the System for Electronic Rate and Form Filing (SERFF) are made available at no cost through the SERFF Filing Access (SFA) website in accordance with the Kansas Open Records Act. In order to search and download public insurance company filings, visit:

<https://www.ksinsurance.org/departments/serff.php>

If you require additional documentation not available through SFA, you may submit an Open Records Request through our website.

All rate, rule and form filings are subject to the Kansas Open Records Act.

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. The phone number for the Records Custodian is 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.