

**Manhattan Area Technical College
Institutional Policy & Procedure Manual**

Policy No. 3.6.1

Title: Requests for Information	
Originated by: Office of the President	Created On: 11/30/2005
Revised by: MATC Admin, HR	Revisions: 11/30/2005, 9/17/2025

Policy Statement:

Manhattan Area Technical College will honor requests for information and respond timely and appropriately in accordance with state statutes and federal law.

Rationale: MATC recognizes the need to share operational, academic, fiscal and other information with requesting third parties as a public institution. To ensure compliance with open record laws (eg. KORA), privacy laws (eg. FERPA) and to protect individual rights, all requests for information will follow a consistent process.

Definitions & Procedure:

Public Information: Any records or data held by MATC or by an officer/employee of the college pursuant to their official duties which are not confidential and are legally available for inspection or release to the public. Public Information may include, but is not limited to: Policies, minutes/records of open meetings, agency budget documents, etc.

Accessing Public Information: Requests for Public Information may be submitted in writing by individuals of the public, or authorized representatives of external agencies or organizations including state and/or federal agencies, and news and media representatives in accordance with the request procedure outlined below.

Confidential Information: Records or data legally exempt from public access, including but not limited to: personal employee and student records, medical and disciplinary records, and proprietary business information and/or trade secrets.

Accessing Confidential Information: Requests for confidential information will require appropriate supporting legal authorization (eg. Subpoena) and/or other necessary evidence of consent or authorization of release before delivery of such records.

All requests for information may be submitted via the online request for information form: <https://manhattantech.edu/open-records-request-form> or mailed to: MATC Record Custodian. 3136 Dickens Ave., Manhattan, KS 66503.

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Requests to MATC for access to copies of public information must include:

- Name(s) of requesting person(s)
- Organization Name (if requesting on behalf)
- Email Address
- Mailing Address
- Phone Number
- A specific description of the records or information being requested (requests must be as specific as possible to expedite retrieval process)
- Reasonable direction for delivery of requested information

After a request is received, a response with an estimated timeline of delivery and Fees shall be provided to the requesting person(s). All efforts will be made to respond to a request for Information within three (3) business days of receipt.

All requests involving confidential or sensitive information shall be transmitted and processed using secure, institution-approved channels. In accordance with applicable privacy laws and institutional policies, staff may request and/or require verification of requester identity prior to the release of confidential information.

Fees & Costs- Upon receipt of requests for information, MATC will charge fees commensurate with the actual costs of employee time and resources for the retrieval, review, and production of requested records. Payment of total determined fees is required in advance of the production of records.

In accordance with K.S.A. 45-219 MATC has established the following fee schedule:

- Staff rate for retrieval/review of information shall be based upon the employee's current salary/hourly pay rate.
- Outsourcing retrieval and/or review shall be based upon the actual costs incurred by the College.
- Digital Delivery: \$2.50 fee for electronic delivery per request.
- Print Delivery: \$0.10 per page.

If the actual cost in time and resources exceeds the fee estimate, the requester will be billed for the balance of fees incurred, with full payment required before records production. If the actual cost incurred is less than the fee estimate, the requester will be refunded any difference over \$5.00. Payment must be made to the MATC Business Office.

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Delayed and Declined Requests-

All efforts will be made to respond to a request for Information within three (3) business days of receipt. However, a response may be delayed if:

- Clarification or refined scope of information is needed
- Requested records are stored off-site or otherwise not readily accessible.
- The scope or volume of requested information requires more time to assess availability and determine fees for production.

The college will provide an explanation for any delayed response within a reasonable time after receiving the initial request.

A request for information may be declined if:

- The requested records do not exist
- The requested records are exempt from disclosure by law (see K.S.A. 45-221(a))
- The request is insufficiently clear in scope
- The request places an unreasonable burden in its production, or the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the agency (see K.S.A. 45-218(e)).

For information on the retention of MATC records, please see policy 6.5.2. Records Retention & Disposition Schedule.

This policy does not apply to mandatory reports which MATC must submit for accreditation, compliance, and/or funding requirements. Such reports will be delivered as required.