

The Kansas Public Employees Retirement System provides three statewide defined-benefit retirement plans for state and local public employees:

- Kansas Public Employees Retirement System
- Kansas Police and Firemen's Retirement System
- Kansas Retirement System for Judges

The Retirement System keeps extensive records for all of these plans.

## **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 Open Records Act.
- Help resolve disputes related to the Act.
- Respond to inquiries related to the Act.

This brochure 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 by the Open Records Act.

## **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 the information within three business days. If access to the requested records is not granted immediately, 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, if requested.

According to Kansas law, KPERS may charge fees for providing certain records. We will let you know in advance about any fees.

For more information or to request copies of public records, please contact:

*KPERS Open Records Information*

- Phone: toll-free, 1 (888) 275-5737  
or in Topeka, 296-6166
- Mail: 611 S. Kansas Ave., Suite 100, Topeka,  
KS 66603-3803
- E-mail: [kpers@kpers.org](mailto:kpers@kpers.org)

*Open Public Records*

# Freedom of Information