

**Resolution 2010-2**

**OF THE**

**SOUTHWEST KANSAS GROUNDWATER MANAGEMENT DISTRICT**

**WHEREAS**, the Kansas legislature adopted Sub. HB2864 requiring that all public agencies covered by the Open Records Act appoint a Local Freedom of Information Officer; and

**WHEREAS**, the Governing body of the Southwest Kansas Groundwater Management District believes the appointment of a Local Freedom of Information Officer to assist the public with its open records needs is good for public service and facilitates the public policy of open government.

**NOW THEREFORE, be it resolved by the Governing Body of the Southwest Kansas Groundwater Management District No. 3;**

SECTION 1. Appointment. Mark Rude is hereby appointed as the Local Freedom of Information Officer and charged with all of the statutory duties prescribed by Sub. HB 2864 and set forth in Section 2.

SECTION 2. Duties. The Local Freedom of Information Officer or the Officer's designee shall:

- a. Prepare and provide educational materials and information concerning the Open Records Act;
- a. Be available to assist the Southwest Kansas Groundwater Management District and members of the general public to resolve disputes relating to the Open Records Act;
- b. Respond to inquiries relation to the Open Records Act:
- c. Establish the requirements of the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public under the Open Records Act. In establishing such requirements for the content of the brochure, the Local Freedom of Information Officer shall include plainly written basic information about the rights of the requester, the responsibilities of a public agency and the procedures for inspecting and obtaining a copy of public records under the Open Records Act.

Adopted this 15<sup>th</sup> day of January, 2010

Clay Scott  
Clay Scott, President

Meghan Houtsma  
Meghan Houtsma, Secretary