Kansas State Board of Nursing

Public Record Gateway

User Guide

March 2025

This user Gateway will centralize all your requests with your user email and any communications to and from the Kansas State Board of Nursing on your requests for public records.

You can use these two summary pages as a **Quick Start** roadmap of how to create a Gateway User account and make a request online.

Summary of Contents and Quick Start

1.0   Purpose of this Document

This document is an instructional guide on how to access and use the KSBN Public Record Gateway. It contains detailed information on each step in the process, as well as examples of each feature of this Gateway experience.

1.1   Why this process is important to KSBN

KSNB believes in the importance of allowing and supporting open access to all information defined as public information by the Kansas Open Records Act. The Kansas Open Records Act grants you the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Open Records Act, K.S.A. 45-215, et seq, as amended, declares that it is the public policy of Kansas that, generally "public records shall be open for inspection by any person."

It is our hope and intention that any person requesting open records will use this Gateway to facilitate open and transparent communication about each request for public records. Of course, KSBN will accommodate any request presents in writing and delivered to KSBN; however, we want to encourage the public use of this Gateway to provide quality customer service.

1.2   How to use this user guide

As a public user of this record Gateway, please start with by reviewing the Table of Contents on the previous page of this document. This will show you the basic flow of the process of how to use this public record Gateway. You can click on any of the items listed in the Table of Contents and it will take you directly to that step of the process in this information Gateway.

1.3   What to expect in the record Gateway experience

Public records are defined as "any recorded information, regardless of form or characteristic, which is made, maintained, or kept by or is in the possession of any public agency."

The Gateway starts with a record landing page called our "Reading Room." This is place where you can request records, review the status of your requests and access the documents you would like to read. There are two basic types of public record request in the KSBN Public Record Gateway. The first is a request of a current list of all KSBN licensed nurses in the state of Kansas as of the first of each month of the request. The second request is for any other type of open record.

2.0   Register for a KSBN Public Record Gateway Account

Go to the KSBN Website and Click
https://ksbn.arkcase.com/foia/portal/reading-room

Once you access the KSBN Public Record Gateway, you will see this page:
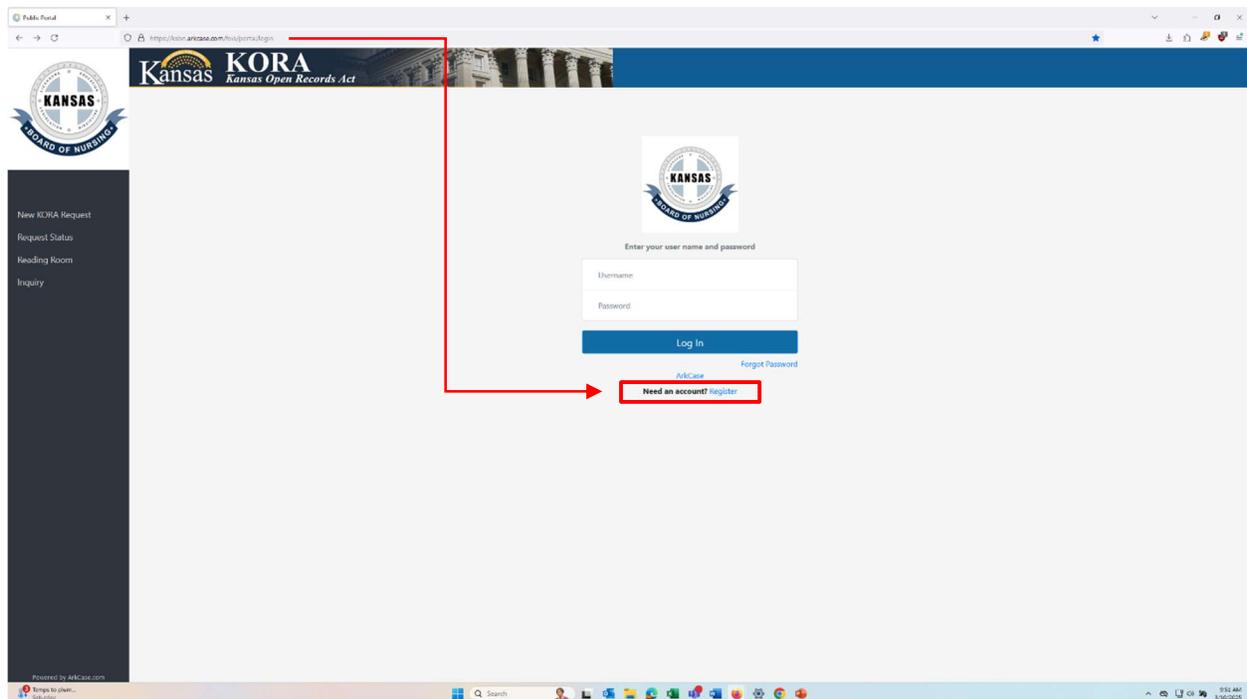
Consider saving this page as a favorite on your web browser to make it easier to return to this page when you want to check the status of your record requests.

2.1   Have you registered for a Gateway Account?

If not, create an account select or click on the above "**Register**" button in the red square highlighted above that looks like this.

Need an Account? **Register**

You will be prompted to a dialog box window that looks like this.
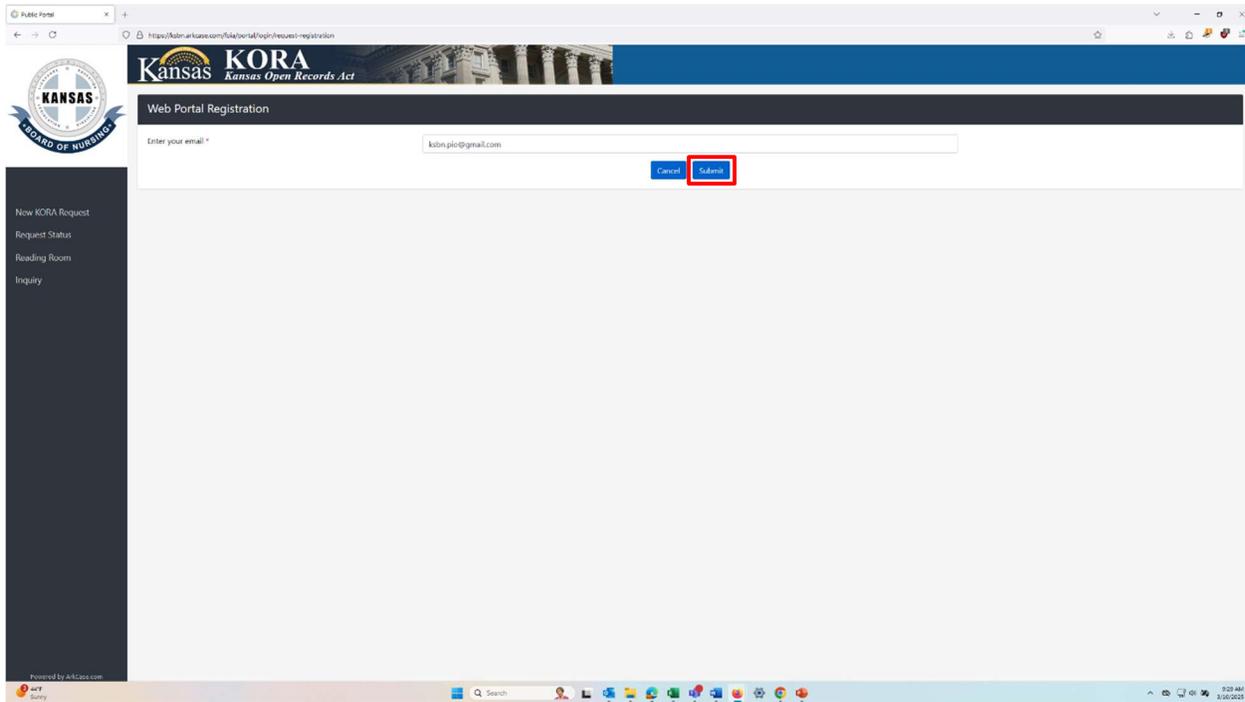
Enter your email and select "Submit," and you will see a dialog box that looks like this.
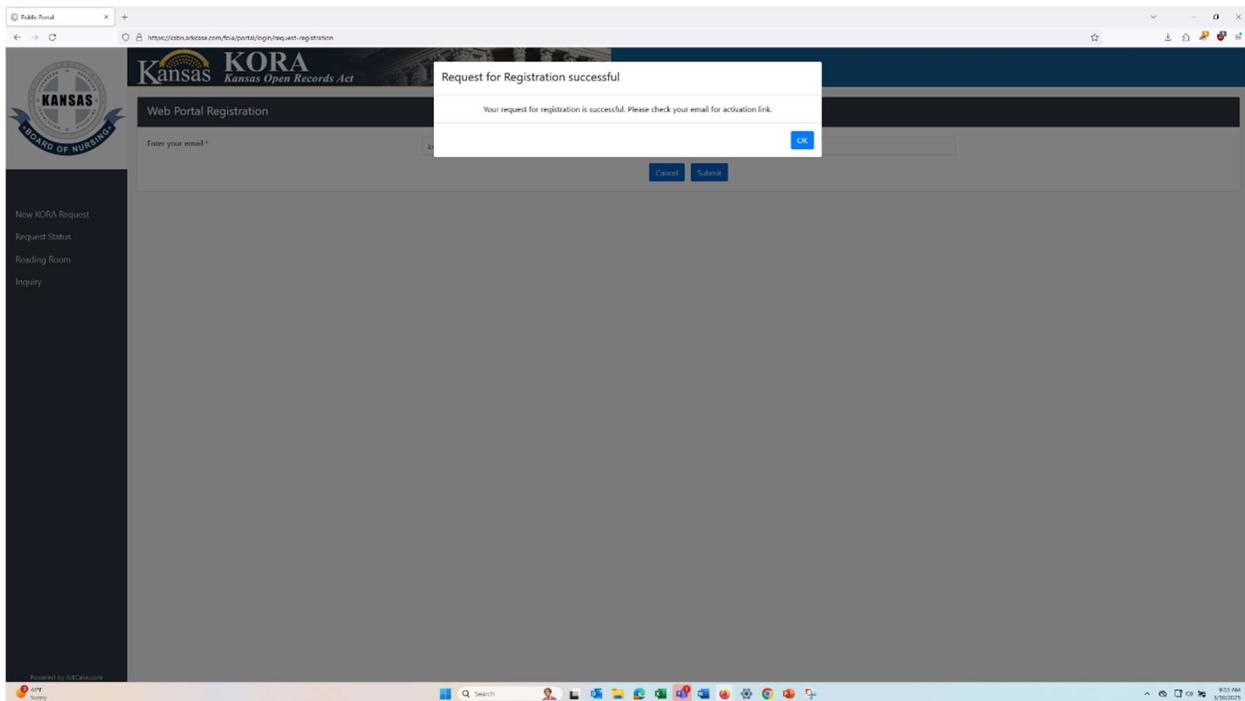
An email will be sent to you with a link to register and activate your account that looks like this.
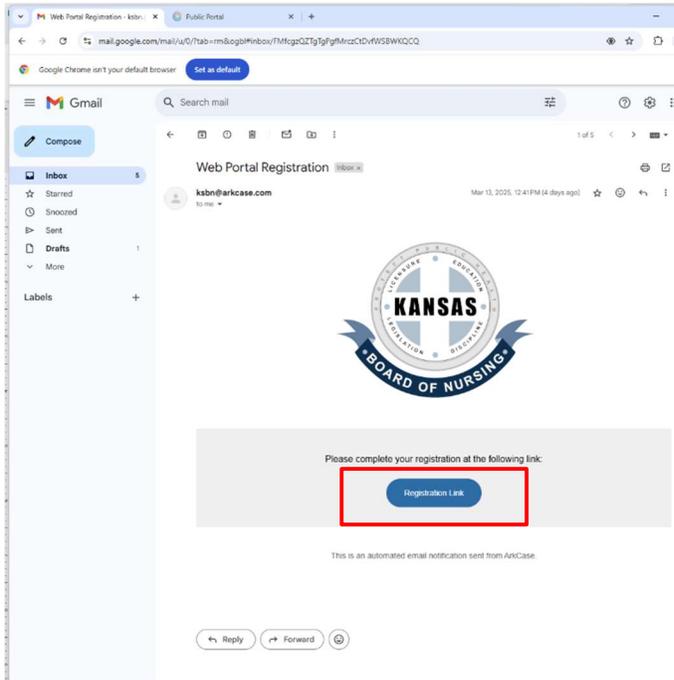
NOTE: If you don't receive an email in 10 minutes, check your "Junk" email. Once you get your confirmation email, open the email and click on the blue Registration Link button in the red box above and complete your profile information below.

2.2 Provide your profile information

By following the link, you will be presented with this page:

Fill out all required fields, as denoted by the red stars.

The Password and Confirm Password fields must match. <mark>Password must contain at least one lowercase character, one uppercase, one number and one special character (allowed characters: !, @, #, $, %, ^, &, *) with minimum length of 14.</mark>

Click blue "Register" in the reb box above to complete your account registration.

2.3   Confirm your account registration

If you would like to confirm you registration return to the login page and can now enter your account email and password to log in to the system.
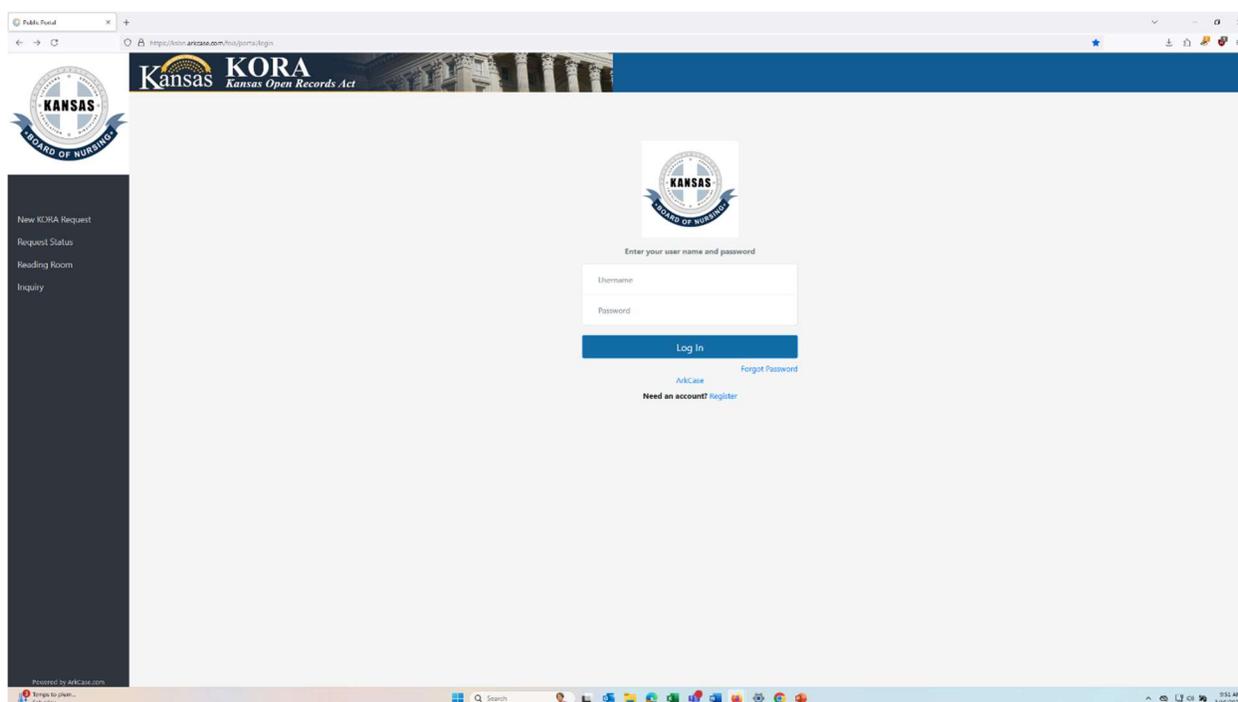
This will take you to your personal KSBN Public Record Gateway Reading Room.

3.0   Submit a Request for KORA Information

Now you are ready to make a request information form KSBN using the Public Record Gateway.

Go to the KSBN Website and Click
https://ksbn.arkcase.com/foia/portal/reading-room

Once you access the KSBN Public Record Gateway, you will see this page

3.1   Log in to the you Gateway Reading Room account.
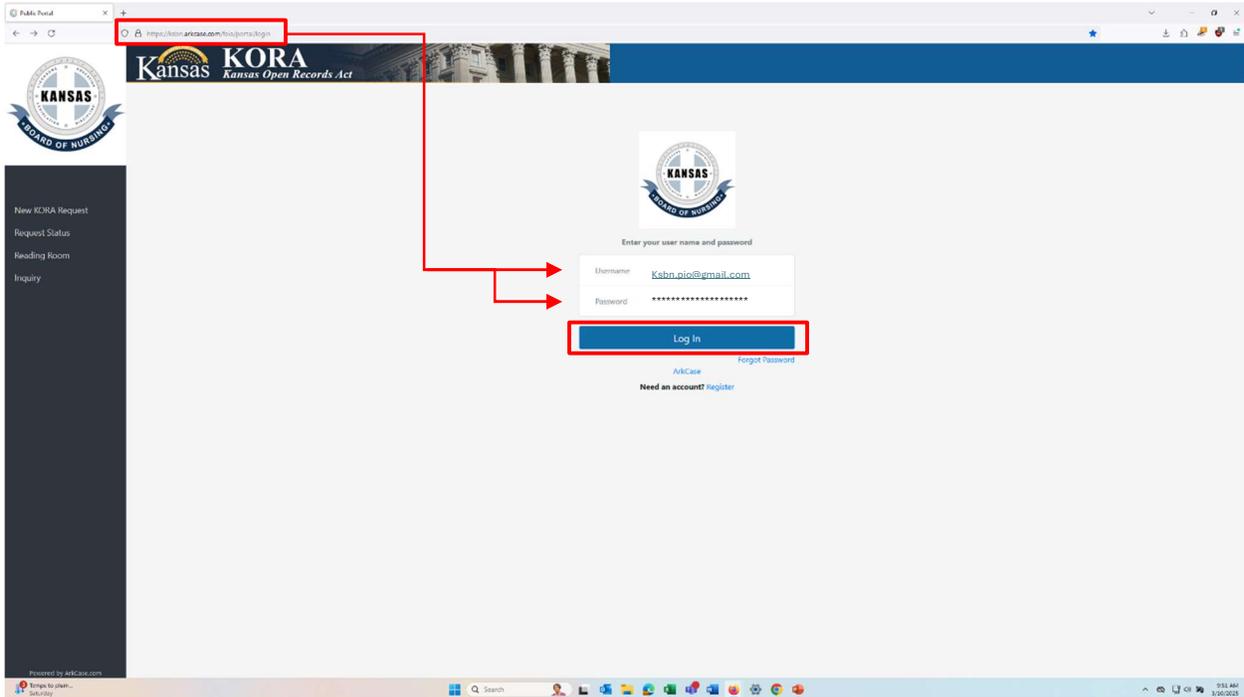
Consider saving this page as a favorite on your web browser to make it easier to return to this page when you want to check the status of your record requests.

When you log in, your browser will direct you to the Gateway Reading Room.

3.2   Select "New KORA Request"

From the navigation bar on the left side of the window, click on the "New KORA Request" button:
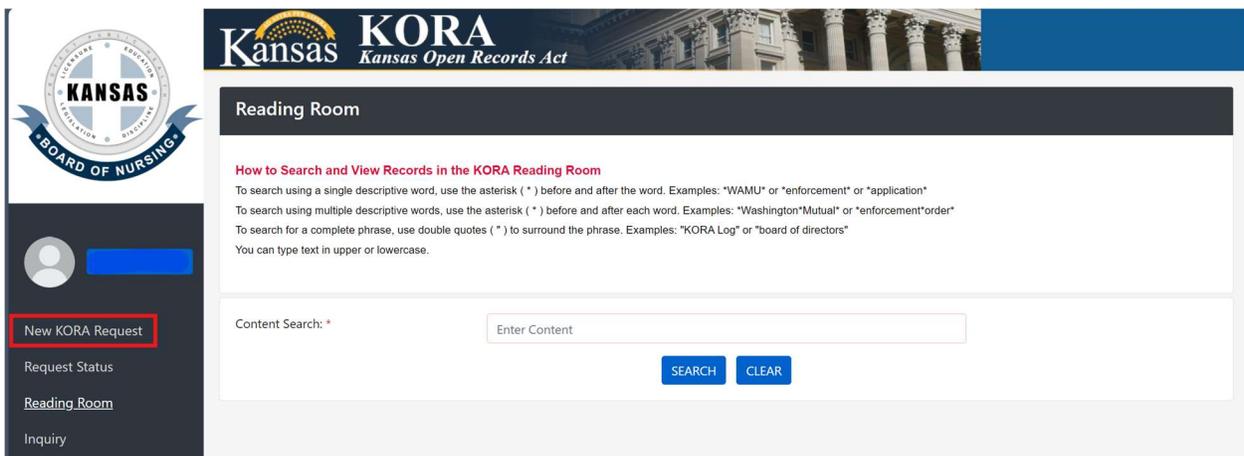
This will redirect you to the page for filling out a Kansas Open Records Act (KORA) Request, or Request for Mailing List. This Page contains 5 sections of information that need to be filled to be completed to file a request for public records using the KSBN Gateway.

3.3 Complete all four sections of the Request process

Make sure you select the Request Type "**Kansas Open Records Act (KORA) Request**".

Section 1: Select the appropriate category

After selecting the request type, begin filling each section.

Selecting the appropriate request category will aid in making your request a quick and efficient process. There are two basic categories of public record request in the KSBN Public Record Gateway.

The first category is a request of a current listing of the mailing addresses of all KSBN licensed nurses in the state of Kansas as of the first of each month of the request.

The second request category is for any other type of open record.

Section 1 also requires you to choose the <u>delivery method</u> you would like to receive your records provided once it is processed.

Section 2: The KSBN Gateway will automatically fill with your name and account information.

Section 2: Please provide the following contact information of the Requester. This information is required for the agency to be able to verify your identity and match the individual's information provided in this request with the records that pertain to that individual.

Prefix	Mr.		
First Name	Alexander	Middle Name	M
Last Name	Schaaf	Position*	Employee
Phone	Enter Phone Number (xxx-xxx-xxxx)	Organization	Armedia LLC
Email	alexander.schaaf@armedia.com	Confirm Email	alexander.schaaf@armedia.com
Country *	United States	Address Type *	Business
Address 1 *	8221 Old Courthouse Rd	Address 2	STE 300
City *	VIENNA	State/Province *	VA
Zip/Postal *	22181		

Section 3: Enter description of your E-KORA request.

Section 3 requires you to enter the information that you are attempting to request in as much detail as possible. In addition to the title of your request and the information you are requesting, you may also include a date range to search within for your documents and may include a "Description Document" to aid in searching for records.

Be sure to download and complete the KSBN Forms for Mailing Addresses Data and Open Records for your request. You will need to "Add Attachment" of digital copies of these forms in "Description Document" of Section 3 of your request.

For general record requests submitted to KSBN, you are required to include your Driver's License under Proof of Identity in this section.

Section 3: Enter description of your E-KORA request: Be as specific as possible about the records you are requesting. Include information such as the subject matter and dates/time frames and any other information that will help us search for documents. (NOTE: The KORA does not require agencies to create new records or answer questions; therefore, please be sure you are requesting existing records and that your request is worded appropriately)

Title *   Enter Title

Description *   Enter Description

Date Range for Record Search:
From (mm/dd/yyyy)   To (mm/dd/yyyy)

Description Document   ☁ Add Attachment   Expand files 0   **Add Forms Here**

Consent   ☁ Add Attachment   Expand files 0

Proof of Identity   ☁ Add Attachment   Expand files 0   **Proof of Identity Here**

Section 4: KORA allows for KSBN to charge a fee for processing requests.

In section 4 you may request a fee waiver for any expenses occurred because of processing your request. If you request a fee waiver, you must provide details to support your request for a fee waiver and select an amount you are willing to pay for the request.

Section 4: KORA allows the office to charge a fee for processing KORA requests. The cost may be waived if disclosure of the information is in the public interest. If you are requesting a fee waiver, please check the box below and provide the details supporting this request. Otherwise, if there is a limit to the amount you are willing to pay, enter the amount in 'Amount Willing to Pay'. You will be notified of the amount in advance. To the external permitted by applicable law, fees must be paid in full prior to the release of requested copies.

Check to Request a Fee   ☐
Waiver

Waiver Request Requires   Enter Waiver Request Reason   Andrew Martin [KSBN] (andrew.martin@ksbn.ks.gov) is signed in
Reason

Section 5: Request Expedited Processing.

KSBN makes a good well effort to complete all requests as quickly as possible. Finally, in section 5 you may request Expedited Processing. If you request an expedited review, you must provide detailed information to support your request.

Once you have finished entering in the information for all 5 sections, click the "Submit Request" button at the bottom of the screen to submit your request to KSBN.

3.4   What can you expect in response to your Request?

Auto-generated PDF acknowledgment of receipt of your request

This email will include a PDF of information summarizing your request.

Three (3) day letter responding to your request

You will receive a letter by email from KSBN with three (3) days officially acknowledging your request with information of the next steps KSBN will be taking to process your request.   Again, you will receive and auto-generated email from the Gateway confirming the communication of our response of your request through the Gateway.

Potential request for payment of estimated costs to process your request

Please note, your request will be reviewed to create an Estimate of Cost to produce. This estimate will be sent to you at the email in your account profile. This estimated cost will need to be paid prior to any, and all work done on your request. Once production is ready to start, if there is any outstanding overage of costs, you will be billed at that time prior to the production being released.

4.0 Follow Up on Gateway Requests Submitted

Once you have submitted a request, you can view the status of your request in the KSBN Public Record Gateway.

Go to the KSBN Website and Click
https://ksbn.arkcase.com/foia/portal/reading-room

Once you access the KSBN Public Record Gateway, you log-in to your Gateway Reading Room.

4.1 Log in to the you Gateway Reading Room account.

To view the status of your request(s), select the "Request Status" button from the left side of the screen.

4.2 Select a Request by Number and Last Name.

On this page, you will be able search for your request by number and/or your name and you see all your submitted requests. Any action you take will be recorded here in this request status page. You will be able to log out and when you log back in your actions will be recorded here.

You will be able to withdraw your request by selecting the "Withdraw" option on the right end of each request row.

You can also submit questions or provide more details/attachments as needed for this request by selecting the "Inquiry" option on the right end of each request row next to the applicable request.

4.3   Receive Response Documents From KSBN

You may receive your response documents via the Gateway, when applicable. To retrieve your response documents, you will get an email notification, and you can follow the link provided, or you can sign into the Gateway and navigate to the Request Status page.

Under the "Request Number" column, click on the **blue hyperlink** of your request number, and the response files will download to your computer (typically as a Zip Folder in your "Downloads" folder). See above screenshot in section 4.2.

4.4   Submit an Inquiry to KSBN

To submit an Inquiry to KSBN, click on the Inquiry button on the left side of the screen to navigate to the Inquiry page:

To submit your Inquiry, fill out all required fields as denoted by the red stars. You will have to create a description for your inquiry, which should be as detailed as possible. You may also attach additional documents using the "Add Attachment" button below the Inquiry Description box. Once you have filled out all required fields, click "Submit" to send your inquiry. You will receive an email to confirm that your Inquiry has been accepted.

4.5 Withdraw a Request for Information

To withdraw a record request to KSBN, click on the Inquiry button on the left side of the screen to navigate to the withdraw page:

5.0   Use of Record Request Data

It is important to know that all request for address data assumes and requires the person requesting this information from the KSBN Public Record Gateway will comply with KSA 45-230. This statue requires that nurses on the list will not receive any solicitation for sale of any property or service except as related to professional organizational membership, informational or other purposes related to the practice of the profession of nursing.

5.1   CERTIFICATE OF COMPLIANCE WITH KSA 45-230

I _____ understand that no person shall receive, for the purpose of selling or offering for sale any property or service to person listed therein, any list of names or addresses contained in or derived from a public record, except that a list of names and addresses of licensees of the Board may be received by a professional organization for membership, informational, or other purposes related to the practice of the profession, and a list of names and addresses of persons applying for license examination may be received by professional organizations providing educational materials for the purpose of providing persons with information relating to the availability of such materials.

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record will result in a civil penalty in an action brought by the attorney general or county or district attorney in a sum set by the court not to exceed $500 for each violation.

In accordance with these provisions, I certify that I do not intend to, and I will not, use any list of names or addresses contained in or derived from the record for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; neither will sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

PLEASE NOTE, THIS DATA IS NOT A VALID FORM OF VERIFICATION OF LICENSURE FOR NURSES. Printed mailing labels and CDs are no longer available.

Attestation: I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

5.2   Mailing Address Data Request Tips

Be sure to complete all the required information on Gateway

Be sure to download and complete the KSBN Form for Mailing Data Request Form for your request.

You will need to "Add Attachment" of a digital copy of this form in the "Description Document" part of Section 3 of your request.

Your mailing address will be emailed to you once Kansas State Board of Nursing has received your fee payment for your request. You will need to mail a check for $50.00 made payable to the Kansas State Board of Nursing within thirty (30) days of your request referencing your mailing address data request. If you do not pay this fee within sixty (60) days, your request will be canceled.

5.3   General Record Request Tips (Not Mailing Addresses)

Be sure to complete all the required information on Gateway

Be sure to download and complete the KSBN Form for Open Records for your request.

You will need to use the "Add Attachment" feature to include a digital copy of this form in the "Description Document" part of Section 3 of your request.

Your request will be sent to you using the Gateway to you once Kansas State Board of Nursing has received your fee payment for your request. You will need to mail a check for the amount on your invoice made payable to the Kansas State Board of Nursing within thirty (30) days of your request referencing your mailing address data request. If you do not pay this fee within sixty (60) days, your request will be canceled.

You are required to include your Driver's License under Proof of Identity in this section for general record requests.