**Takings Report Transmittal Memo**

To: Legal Oversight and Governmental Counsel Section
Attorney General's Office

From: [Agency]

Date:

Re: [Identification of Government Action]

[Agency] is submitting the takings report for the above-referenced government action for your review pursuant to K.S.A. 77-706. Unless this report is being submitted under the safe harbor policy, we have attached evidence that such report was made available for public inspection at the initiation or inception of the proposed action, as required under K.S.A. 77-706.

The government action is of the following type:

\_\_\_\_\_ Proposed Legislation

\_\_\_\_\_ Proposed Rules or Regulations

\_\_\_\_\_ Proposed agency guidelines and procedures concerning the process of issuing licenses or permits

The takings report status is:

\_\_\_\_\_ Preclearance under Safe Harbor policy

\_\_\_\_\_ Review prior to taking government action

\_\_\_\_\_ Review after emergency action has been taken

\_\_\_\_\_ Review of amended report after agency changes *Please indicate changes from previously submitted version in some manner.*

Any additional comments, i.e. statutory or other deadline:

The agency contact person is: Name:

 Agency:

 Address:

 City/State/Zip:

 Phone:

 E-mail: