

KORA – Kansas Open Records Act Request Form
BARTON COUNTY, KANSAS

(To be completed by person requesting information. This form is optional.)

NAME _____ PHONE _____

ADDRESS _____ CITY/ST/ZIP _____

KSA 45-218(d) states that each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requestor not later than the end of the third business day following the date that the request for the information is received.

KSA 45-220(b) A public agency may request a written request for inspection of public records but shall not otherwise require a request to be made in any particular form. Except as otherwise provided by subsection (c), a public agency shall not require that a request contain more information than the requester's name and address and the information necessary to ascertain the records to which the requester desires access and the requester's right of access to the records. A public agency may require proof of identification of any person requesting access to a public record. No request shall be returned, delayed or denied because of any technicality unless it is impossible to determine the records to which the requester desires access.

Charges – A charge for providing access to public records is authorized by KSA Article 2, Chapter 45 – Records Open to Public and has been established by Barton County, Kansas. These charges are set at a level to compensate the County for actual costs incurred in honoring your request. The fee schedule established by the county is for actual employee time, plus .50 cents a page for the first 20 pages, and 25 cents per page for each additional page, for copying or faxing of any document needed to fulfill said request. Any difference in charges, as allowed by Barton County, shall be posted in said office.

The cost to prepare a compact disk (CD) for 911 calls will normally be \$15.00 and for Commission meetings, \$5.00. Additional charges may apply depending on circumstances. If a higher cost is anticipated, the requestor will be so notified.

Costs for maps are subject to a schedule maintained by the County Cartographer. The fee schedule is available upon request.

Additionally, persons shall be charged at a rate equal to the hourly rate of the records custodian, for the time spent fulfilling the open records act request. Fees for records other than those readily available (ie – customized document) shall be determined and reported at the time of the request, following KSA 45-219. Prepayment _____ is _____ is not required.

If charges exceed \$25.00, please notify me prior to completing the request at (_____) _____ (phone number) OR

Based on an estimated cost of \$_____, I agree to pay all costs associated to complete this records request.

RECORDS SOUGHT – Please provide specific description of the record(s) requested to inspect and \ or copy.

Requestor Signature

Date

Your Copy of this form is your receipt
To be completed by Records Custodian

| | | |
|---------------------|---|---|
| Time of Request | Date _____ | Time _____ am/pm |
| Staff Time Involved | Hours _____ | Minutes _____ X _____ Salary |
| Pages | _____ X .50 cents up to 20 | _____ X .25 each page after 20 (per document) |
| CD | _____ \$15.00 for 911 Audio Disk / \$5.00 for Commission Meeting Audio Disk | |
| MAP | _____ | |
| Special Request Fee | _____ | To be determined |
| Actual Charges | \$ _____ | |
| Prepaid | \$ _____ | |
| Paid | \$ _____ | |
| Billed | \$ _____ | |

Records Custodian

Pursuant to KSA 45-220(b) – A public agency may require a written request for inspection of public records but shall not otherwise require a request to be made in any particular form.

X _____
Requestor

CERTIFICATION

The person signing this Certification has submitted the attached request for records to Barton County, Kansas, and hereby certifies:

1. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not use any list of names or addresses contained in or derived from the records or information obtained from Barton County, Kansas, for the purpose of selling or offering for sale any property or service to any person on the list or to any person who resides at any address on the list.

2. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not give, or otherwise make available to any person or entity, any list of names or addresses contained in or derived from the records or information obtained from Barton County, Kansas, for the purpose of allowing that person to sell or offer for sale any property or service to any person on the list or to any person who resides at any address on the list.

3. That he/she and any entity on whose behalf the request is being submitted has been informed and is aware that to knowingly sell, give, or receive any list of names and addresses contained in or derived from public records, for the purpose of selling or offering for sale any property or service to persons on the list is a violation of state statute (K.S.A. 45-230) and that any person violating the prohibition shall be liable for the payment of a civil penalty.

Signature

Printed Name & Title

Date