

REQUEST FOR RECORD INSPECTION AND/OR COPIES – BARTON COUNTY, KANSAS

(Requested to be completed by persons 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 after 20 (per document)
CD	_____ \$15.00 for a CD from 911 / \$5.00 for a CD of Commission meetings	
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.

Adopted

Revised 11/06/06; 08/25/08

X _____
Requestor