



# JOHNSON COUNTY, KANSAS GOVERNMENT

## KANSAS OPEN RECORDS ACT REQUEST FORM

### READ CAREFULLY BEFORE SIGNING

"No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records...." K.S.A. 45-230(a). Violation of this law may subject the violator to a civil penalty of \$500.00 for each violation.

By signing this request form, the requester makes the following certification pursuant to K.S.A. 45-220(c)(2): "the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information 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; or (B) 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."

### REQUESTER INFORMATION (please print)

Name:	Business Name (optional):
Address:	Telephone (optional): Fax (optional):
City, State, Zip:	E-Mail Address (optional):
Requested Records (please specify):	
Requester Signature:	Date of Request:

**\*\*SEE REVERSE SIDE FOR FEE SCHEDULE\*\***

#### FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Form of Identification: \_\_\_\_\_

Request: ( ) Granted ( ) Denied ( ) Delayed

Total fees charged: \_\_\_\_\_

Copies:	Staff time: Hours: _____ Rate: _____	Other costs (specify):
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**JOHNSON COUNTY, KANSAS GOVERNMENT**  
**RECORDS ACCESS AND PREPARATION FEE SCHEDULE**

Pursuant to K.S.A. 45-219, requesters are responsible for payment of costs incurred by the County in providing access to or furnishing copies of public records based on the following fee schedule:

**COPIES**

Black & white copies: \$.25 per page  
Plan/Plat Sheets: \$8.00 per page

Color copies: \$.50 per page  
CD or DVD: \$2.00 each

**STAFF TIME**

Requesters are responsible for payment of staff time required to search, retrieve, prepare, or reproduce public records. Staff time will be charged at the rate of compensation for each person(s) whose time is used in assisting and/or responding to a specific request. This may include time spent accessing records maintained on computers, reviewing records to determine whether exceptions to disclosure apply, and/or redacting closed information from records.

Clerical Staff: \$15 per hour  
Research Staff: \$25 per hour  
Information Technology/Computer Staff: \$40 per hour  
All Other Staff: Actual hourly rate of compensation

**ADDITIONAL FEES**

**DEPARTMENT/AGENCY FEE SCHEDULES**

Various County departments and agencies have additional fee schedules for certain records maintained or produced by them. These records include, but are not limited to, maps and mapping services and standardized reports, database queries, and studies. County departments and agencies that maintain and produce such records have separate fee schedules and costs associated with providing such records. Requesters seeking such records shall be responsible for payment of all such separate department or agency fees and costs.

**MAIL**

Upon request, public records may be mailed by U.S. mail to the requester upon advance payment of all postal charges. Payment of all costs associated with the request must be made by the requester prior to mailing.

**OTHER COSTS**

Requesters are responsible for payment of any other costs incurred in connection with complying with a request.

**PAYMENT**

Payment may be made by cash or check. Please make checks payable to the County department or agency providing the requested records or to "Johnson County, Kansas." Payment of all costs is required prior to receipt of or access to records. **Upon request, the County shall provide an estimate of the costs that will be incurred in responding to a request.** The County may require advance payment of estimated fees prior to gathering the requested records.

**RESPONSE TIME**

The County will act upon requests as soon as possible, with some response being made to the requester no later than the third business day following the receipt of the request.

**ELECTRONIC RECORDS**

The record custodian will be the sole judge of the ability of a County department or agency to comply with any requests for records to be provided in an electronic or particular computer format.