

Open Records Request Form
Kansas Open Records Act, K.S.A. 45-215 et seq.
Wabaunsee County

Requester Information (please print)

<hr/> Last Name	<hr/> First Name	<hr/> Middle Name/Initial	
<hr/> Residence Address	<hr/> City	<hr/> State	<hr/> Zip
Phone Number: _____		Email Address: _____	

Signature _____ **Certification on back must also be signed!**

I request to inspect and/or purchase copies of the following records:

(Provide record titles, specific dates, and other specific descriptions)	Number of copies
1. _____	_____
2. _____	_____
3. _____	_____

Associated Charges

State law provides that custodians of open records are entitled to recover the actual costs to the government agency of producing the records sought. Payment of the estimated cost is required at the time of the request with any additional costs paid prior to receiving any records. Payment may be made in US currency, or by check or money order payable to **Wabaunsee County**. Checks are required to include the check writer's name, address, phone number, driver's license number, and date of birth printed on the check. Requesters must also show a valid government-issued photo ID.

Charges

- Staff time to fulfill request (charged in 15-minute increments):
Administrative - \$20.00/hour Professional - \$24.00/hour

- Copy charges/ electronic media charges:
Six or more pages.....\$0.50 per page
Electronic form database minimum fee of \$15.00

Certain records must be protected from disclosure, therefore Legal Department approval may be required prior to the release of any records.

County Office Use Only

Date of Request _____ Date & Time Request Received _____

Fulfillment Date _____ Time _____ Staff Time: Hours _____ Minutes _____

Total Charges: \$ _____ Authorized by: _____

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The person signing this Certification has submitted the attached request for records to the Wabaunsee County Clerk's Office, 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 the Wabaunsee County Clerk's Office for the purpose of selling or offering for sale any property or service to any person or address 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 the Wabaunsee County Clerk's Office for the purpose of allowing that person or entity 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.

4. Use of voter registration lists for commercial purposes is knowingly selling, giving or receiving the information on or derived from voter registration lists for any commercial purpose. Use of voter registration lists for commercial purposes is a class C misdemeanor. For purposes of this section, compiling, using, giving, receiving, selling, or purchasing the information on or derived from voter registration lists solely for political campaign or election purposes, shall not constitute a commercial use of voter registration lists (K.S.A. 25-2320a).

Signature

Printed Name and Title

Date