

THIS REQUEST MAY BE REJECTED UNLESS ALL ITEMS ARE COMPLETED & CORRECT FEES SUBMITTED, IF REQUIRED

REQUEST FOR RECORD – HARPER COUNTY, KANSAS

DATE: _____
NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

Record Sought: Provide a specific description of the record(s) you wish to inspect or for which you request a copy. Include record title, date department & any other pertinent information:

RECORD TITLE / POSSIBLE DATE / DEPARTMENT

KSA 25-2320a and KSA 45-230 prohibit using names and addresses derived from public records for any commercial purpose. This includes using any public records to sell property or services. Persons or companies are also prohibited from obtaining public records with the intention of making the records available to a third party for such purposes. Violations will be referred to the County Attorney for prosecution. Use of Voter Registration lists for commercial purposes is a Class C Misdemeanor.

SIGNATURE: _____

TO BE COMPLETED BY RECORDS CUSTODIAN

A charge for providing access to public records is authorized by State of Kansas law and has been established by the County governing body. These charges are set at a level to compensate the County for the actual time & materials cost incurred in honoring record requests. The fee schedule established by the County is posted in this office. A separate fee, not to include that listed below, may be required instead when documents are researched & made available through another department (i.e. Appraiser). It may be determined that a payment document must not only be received but also clear the bank before appropriate records would be released.

Copies: _____ Pages @ \$0.25/page = \$ _____
Staff Time: _____ Hours @ \$15/hour = \$ _____

TOTAL CHARGES: \$ _____

RECORDS CUSTODIAN'S SIGNATURE/DATE