SALINE COUNTY
REQUEST FOR ACCESS TO PUBLIC RECORDS

Note: An estimated fee will be collected at the time a request for Public Records is initiated. When the requested material is received, the estimated fee will be adjusted accordingly.

FEE SCHEDULE:

Custodian’s Research Time:
$12.00 for each hour or part, thereof, research time for each request.

Scan/Copies:
$ 1.00 per copy for the first page and $.25 for each additional page of a document copied to fulfill a request;

Fax or e-mail:
$ 1.00 for each document copied to fulfill a request;

*Fees established by Saline County Resolution #14-2145 on December 30, 2014.

Additionally, the custodian may assess such additional charges as may be necessary to pay mailing and handling costs accrued in responding to requests through the mail service.

Due to specific kinds of documents and reports and the methods used to process these documents and reports, record custodians in individual departments may at their discretion establish separate reasonable fees, in accordance with the Kansas Open Record’s Act, for documents and reports unique to that department, provided the established fees are posted in full view of the public.

All county record custodians shall provide full access to open public records of the county and shall provide assistance to those persons who request access to them, provided that all requests for access to inspect or copy open records be in writing.

TO REQUEST OPEN RECORDS PLEASE COMPLETE PAGE 2.

FOR SALINE COUNTY USE

☐ Department ____________________________ , Saline County

☐ Request for Access/Copies of Record Granted. Date Received ________________ Date Approved ________________

☐ Request for Access/Copies of Record Denied. Reason for Denial: ________________________________________________________________

☐ Cost Estimate:
Amount of Payment $ ________________ Received on ________________________
K.S.A. 45-220
(b) A Public Agency may require a written request for inspection of public records...(and) require proof of identity of any person requesting access to a public record...(c).....the agency may require....written certification that (1) the requester has a right; or (2) the requester does not intend to, and will not: (A) use any list of names or addresses contained in and derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed, 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.

Description of Record Requested:________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Form in which you wish to receive records (i.e.printouts.photocopies)
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Daytime phone number__________________________________

CERTIFICATION OF USE OF PUBLIC RECORDS OBTAINED FROM SALINE COUNTY
(Authorized by K.S.A. 45-220)
I, __________________________, do hereby certify that I do not intend to, and will not: (A) use any list of names or addresses contained in or derived from public records of or information from Saline County 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 records of or information from Saline County 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.

Signed:_________________________________
Title (If Applicable):______________________
Company Name:_________________________
Address:________________________________________________________________________
_________________________________________________________________________________
Date:__________________________________