STEVENS COUNTY, KANSAS
REQUEST FOR ACCESS TO PUBLIC RECORDS
(TO BE REQUESTED BY PERSON REQUESTING)

NAME: _____

ADDRESS: _____

DAYTIME PHONE (Optional): _____

SIGNATURE: _____   DATE: _____

KSA 45-220

…(b) A Public Agency may require a written request for inspection of public records…(and) require proof of identity of any persons requesting access to a public records…(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.

Record sought: Please provide a specific description of the record(s) you desire to copy. Include record titles and dates, as well as the names of county agencies or departments which produce or hold the record(s):

Record Title/Date/Description:

_____

_____

_____

Charges: A Charge for providing copies of public records is authorized by State law and has been established by the County Governing body. These charges are set at a level to compensate the County for the actual cost incurred in honoring your request.

(To be completed by the Record Custodian)

FOR STEVENS COUNTY USE
Request for Access/Copies of Record Granted

Date Received: _____   Approved: _____

Request for Access/Copies of Record Denied.   Reason: _____

Estimated Cost $ _____   Amount of Payment $ _____

Completed on _____   By: _____

RECORD REQUEST COST SHEET:

$18.00 PER HOUR (MINIMUM 1 HOUR)

$0.50 PER PAGE - COPY

$0.25 PER SCAN TO BE E-MAILED – IF NOT ALREADY ON COMPUTER

POSTAGE IF HARD COPY MAILED