

**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: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

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**

Fees for providing access to public records is authorized by State of Ks law & has been established by the County. Charges are to compensate for time & materials incurred in honoring record requests. A separate fee, at the exclusion of what is shown below, may be required when documents are researched/available through another department (i.e. Appraiser; Sheriff/Jail). It may be determined that a payment document must not only be received but also clear the bank before appropriate records would be released, and proof of identity can be required. No request shall be returned, delayed or denied because of any technicality unless it is impossible to determine the record to which the requester desires access.

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

TOTAL CHARGES: \$ \_\_\_\_\_

\_\_\_\_\_  
RECORDS CUSTODIAN'S SIGNATURE/DATE