

**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: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

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 delivered from public records for any commercial purposes. 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 Kansas law and has been established by the County. Charges are to compensate for time and materials incurred in honoring record requests. A separate fee, at the exclusion of what is show below, may be required when documents are researched/ available through another department (i.e. Appraiser; Sheriff/Jail). Also, when the project will take a lot of time and work Harper County will required a \$200.00 deposit up front. 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 may 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 @ \$.25/page = \$ \_\_\_\_\_

Staff Time \_\_\_\_\_ Hours @ (Current employees' hourly rate) = \$ \_\_\_\_\_

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