

**JOHNSON COUNTY GOVERNMENT**

Office of the Board of County Commissioners  
County Administration Building, Suite 3300  
111 South Cherry Street  
Olathe, Kansas 66061-3486  
Phone: (913) 715-0430 ♦ Fax: (913) 715-0440

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**REQUEST FOR OPEN RECORDS ACCESS FORM**

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**REQUESTOR INFORMATION - - PLEASE TYPE OR PRINT**

NAME: \_\_\_\_\_ BUSINESS NAME, IF APPLICABLE: \_\_\_\_\_

MAILING ADDRESS (CITY, STATE & ZIP) \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_ FACSIMILE, IF APPLICABLE: \_\_\_\_\_

HOME TELEPHONE (IF DIFFERENT FROM ABOVE): \_\_\_\_\_ INTERNET/E-MAIL ADDRESS: \_\_\_\_\_

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**REQUIRED REQUESTOR SIGNATURE**

REQUESTOR SIGNATURE \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

*Note: Request invalid without signature and date.*

RECORDS REQUESTED (*please specifically outline your request*): \_\_\_\_\_

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**\*\*\* SEE REVERSE FOR FEE SCHEDULE \*\*\***

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**DOCUMENTATION:** [for office use only]

|                           |                      |                 |                           |                      |
|---------------------------|----------------------|-----------------|---------------------------|----------------------|
| 1 Date Received (office): | 2 Brochure Provided: | 3 Forwarded to: | 4 Access Granted/Denied   | 5 Reason for Denial: |
| 6 Response Date:          | 7 Payment Rec'd:     | 8 Cash:         | 9 Check No.:              | 10 Credit (type):    |
| 11 Staff Signature:       |                      | 12 Date:        | 13 Total Amount Received: |                      |

**RECORDS PREPARATION FEE SCHEDULE**

**Requestors are responsible for fees incurred per the following preparation fee schedule for time and costs required to research, retrieve, and certify copies of official records open to the public under state law. The total fee is due upon receipt of requested records.**

**STAFF SECTION (MARK ALL THAT APPLY)**

|  |  |  |
|--|--|--|
| 1. BASIC RATE: (50¢ per page). For requests not exceeding one hour; for a request exceeding one hour, applicable staff fees are added. | 2. MICROFILM: (\$1 per page), PLUS all additional, applicable fees.  | 3. PHOTOGRAPH/COLOR COPY: (\$1 per page/copy), PLUS all additional applicable fees.                              |
| No. Pages:            Cost: \$   | No. Pages:            Cost: \$   | No. Pages:            Cost: \$   |
| 4. STAFF ASSISTANCE RATES*, PLUS all additional applicable fees.   |  |  |
| 4A. CLERICAL (\$3 per hour)<br>Hours:            Cost:\$   | 4B. PROFESSIONAL (\$10/hour)<br>Hours:            Cost:\$  | 4C. TOTAL STAFF RATES:<br>Hours:            Cost:\$  |
| 5. COMPUTER DISC: (\$1/per disc), PLUS all additional applicable fees.<br><br>Cost:\$  | 6. OTHER MEDIA: (actual cost to produce desired alternate media), PLUS all additional applicable fees.<br><br>Cost: \$ | 7. SPECIAL HANDLING: (actual costs, such as shipping/mail), PLUS all additional applicable fees.<br><br>Cost: \$ |
|  |  | 8. TOTAL AMOUNT DUE:<br><br>\$   |
| 9. Staff Signature:  |  | 10. Date Completed:  |

**REQUESTOR RECEIPT SECTION**

**By signing below, you indicate that you have been informed of the costs involved in producing the requested copies of official records; that you agree to these terms; and that you have received the requested copies of official records. Please remit payment to the order of:**

**JOHNSON COUNTY BOARD OF COMMISSIONERS.**

NAME

DATE

Pursuant to state law, a "public record" is defined as any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any agency of the county government and are related to its functions, activities, programs or operations which are funded by public funds or which are made, maintained or kept by an individual who is a member of the governing body of any political or taxing subdivision of the state.

Johnson County Government complies with all federal and state laws regarding disclosure of public records, as set forth in the Freedom of Information Act and the Kansas Open Records Act. These Acts guarantee that the public has access to information concerning the conduct of the people's business—a fundamental right of every citizen. Public records are open for inspection during regular business hours, 8 a.m. to 5 p.m., Monday through Friday, except in cases of recognized holidays.

Johnson County Government strives for excellent service in responding to requests for access to public records that are classified as open for public access and inspection, and staff responds to requests as quickly as possible on a first come, first served basis.

For more information about public records, please contact the County's designated Freedom of Information Officer:

MICHAEL B. PRESS, FREEDOM OF INFORMATION OFFICER  
 COUNTY ADMINISTRATION BUILDING, SUITE 3300  
 111 SOUTH CHERRY STREET  
 OLATHE, KANSAS 66061-3486  
 Phone: (913) 715-0725 ♦ Fax: (913) 715-0727