

**REQUEST FOR COPIES OF OPEN RECORDS**  
Butler County Courthouse, 205 W. Central, El Dorado, KS 67042  
(To be completed by Requestor and submitted to applicable department)

Date: \_\_\_\_\_  
Department that records are requested from \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

RECORD(S) SOUGHT:            Make sure your request is as specific as possible so that we can attempt to fulfill it accurately and completely.



**CERTIFICATE OF COMPLIANCE WITH**

K.S.A. 45-220-(c) & K.S.A. 45-230

I, \_\_\_\_\_, understand that no person shall receive, for the purposes of selling or offering for sale, any property or service to person listed therein, any list of names or addresses contained in or derived from a public record.

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record is a civil violation.

In accordance with these provisions, I certify that I do not intend to, and will not, use any list of names or addresses contained in or derived from public records 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; neither will I 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, except under authority of the limited circumstances provided in K.S.A. 45-230.

NOTE: Kansas law provides that a public agency may charge and require advance payment of a fee for providing access to, or furnishing copies of public records. The Open Records Policy may be viewed at the County website: [www.bucoks.com](http://www.bucoks.com).

\_\_\_\_\_  
Signature of Requestor

Date request received: \_\_\_\_\_

\_\_\_\_\_  
Print or type name of Requestor

**DEPARTMENT USE ONLY**

**Amount Remitted:** \_\_\_\_\_ **Request filled by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All records will be disclosed unless an exemption applies pursuant to KSA 45-221**

**OPEN RECORDS FEE SCHEDULE**

**Charges for copying public records shall be assessed at the following rate:**

- A. Copies reproduced by means of photocopying shall be charged a fee of twenty-five cents (\$.25) per page.
  1. Photocopy charges related to the Register of Deeds were established by Resolution 88-815 which set the charges in the Register of Deeds office at \$1.00 per copy and is still applicable, except for deeds of individual property owners which shall be free.
- B. Requests which result in less than 10 copies shall be free, but limited to one request per month. Records which are available in electronic format and are easily retrieved shall be emailed at no cost. Individuals requesting records available on-line via the County's web site will be directed to the URL where the record can be obtained at no cost. The only exception being photocopies accessed in the Register of Deeds office which are set by Resolution 88-815.
- C. Computer generated reports shall be charged an hourly fee based on the hourly rate and benefits of the employee producing the report.

**Section on State Fees**

1. Map charges shall be charged according to size and type of copy and are as follows:
  - Up to 8 ½ x 11 or Legal - \$1.00
  - Up to 2' x 3' Map - \$3.00
  - Up to 3' x 4' Map - \$5.00
  - \$0.01 per polygon, line segment, or point with a \$5.00 minimum.
  - Aerial photography - \$25.00 per CD and \$100 per DVD.
2. Fax Services for records shall be charged \$1.00 per fax for local service and an additional \$1.00 per page for long distance telephone service.
3. Retrieval charges will not be assessed for those records, which are readily available. Public records, which have been placed in storage or are not readily accessible, will be made available; however, a minimum fee of \$20.00 per hour (covering staff time and benefits) will be charged to cover the retrieval costs. After the first hour retrieval charges will be billed in 15 minute increments.
4. Other costs are as follows:
  - A. Computer disks (CD's) \$1.00
  - B. Photo disk (DVD) \$5.00
  - C. Taking of Fingerprints \$10.00
  - D. Property Record Card (PRC) - \$1.00 Per Parcel
  - E. CAMA Reports \$20 per hour with a ½ hour minimum.