



WABAUNSEE COUNTY COURT HOUSE

COMMISSIONER FIRST DISTRICT
ALAN WINKLER, McFarland

COMMISSIONER SECOND DISTRICT
FRED HOWARD II, Eskridge

COMMISSIONER THIRD DISTRICT
MAURICE GLEASON, Maple Hill

BOARD MEETINGS
10:00 A.M. EVERY MONDAY

OFFICE OF COUNTY CLERK

JENNIFER A. SAVAGE, CLERK

ALMA, KANSAS 66401

TELEPHONE 785-765-2421 or 785-765-2422

FAX 785-765-3704

REQUEST FOR RECORD COPY

(To be completed by the Requester)

NAME: _____

ADDRESS: _____

SIGNATURE: _____

COPIES REQUESTED: Please provide as specific a description as possible of the record or records you desire to copy. Include name of record and dates, as well as the name of the department which produced or hold the record(s).

Record Name/Date

K.S.A. 45-218 (d) states: Each request for access to a public record shall be acted upon as soon as possible but no later than the end of the third business day following the date that the request is received.

(Office Use Only)

CHARGES: A charge for providing copies of public records is authorized by state law. The following charges apply to Wabaunsee County:

- .25 per copy – your record
- .50 per copy – record from department
- .25 per copy – quantity request (100+ copies), plus hourly rate of custodian
- \$1.00 first page-.50 for each additional page to transmit or receive a fax
- \$5.00 per page –36"x36" blue line maps from Appraisers Office

The charge to you for copy(s) of the record(s) you request is: _____

TOTAL COPIES _____ CHARGE PER COPY _____

DATE AND TIME OF REQUEST _____ Staff time involved _____

TOTAL CHARGES _____

Prepayment of the above amount _____ is required _____ is not required

Prepaid _____

Paid _____

Billed _____

Record Custodian

Date copy provided to requester _____