

Policies and Procedures Relating to the Kansas Open Records Act

The Kansas Open Records Act (Act) grants members of the public the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. Public records are defined as “any recorded information, regardless of form or a characteristic, which is made, maintained or kept by or is in the possession of any public agency.” Trego County and local governments such as city, school district, and fire district are classified as public agencies for the purposes of this Act.

Responsibilities of Person making a Request

The request must be for records – written, photographic, or computerized. The Kansas Open Records Act does not require Trego County to answer questions, prepare reports, or compile information. Trego County may require the request to be in writing, and proof of identity may be required.

Requesting a Record

Request for inspection and/or copies of records should be directed to:

County Clerk
Trego County Courthouse
216 N. Main St.
WaKeeney, Kansas 67672

A written request to obtain public records must include the following:

- Name
- Mailing address
- Daytime telephone number
- Fax number, if applicable
- A specific description of the records requested.

Records may be inspected during regular office hours, which are from 8 a.m. to 4:30 p.m. on all business days, excluding Saturdays, Sundays, and official holidays.

Delayed and/or denied requests

All efforts will be made to process a request for public records as soon as it is received; however, some requests may be delayed or denied if:

- More information is needed in order to retrieve the records.
- Legal issues must be addressed before the records are released.
- The requested records are archived or stored off site.
- The volume of records requested is large and will take time to duplicate.

Requests may be denied in whole or in part if:

- The requested records do not exist.
- The requested records are exempt from disclosure by law.
- The request is unclear and more information is needed.
- The request places an unreasonable burden on Trego County.
- The custodian of the records has reason to believe that repeated requests are intended to disrupt the essential functions of Trego County.

If the request is delayed or denied, a written explanation for the delay or denial will be provided within three business days.

Charges and fees

Fees shall be charged for access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to perform or supervise the copying. Fees for providing access to computer records shall include the cost of computer services, including staff time required. Pre-payment of all fees may be required prior to fulfilling a request.

In accordance with this provision and the Kansas Open Records Act, K.S.A. 45-215 et seq., the following fees may be charged for providing access to or furnishing copies of public records:

- Photocopies: \$.50 per page
- Numerical Index pages from Register of Deeds: \$5.00 per Index Page
- Scanned data: \$.25 per page
- Mailing: \$1.40
- Postage: Actual cost
- Faxes/Emails: \$1.00 for 1st page and \$.50 for any pages thereafter per document
- CD/Floppy: \$.60 each
- Access/Inspection Costs: \$32.25 per hour
- Computer Access: \$50 per hour