



**KORA Open Records Request Form
OFFICE OF ELK COUNTY CLERK
ELK COUNTY, KANSAS**

SECTION TO BE COMPLETED BY REQUESTOR:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: (_____) _____ - _____ E-MAIL ADDRESS: _____

SIGNATURE: _____

Copies Sought: Please provide a specific description of the desired record(s) copies. Include record titles, dates, as well as any names that are or maybe associated with the desired record(s).

Record / Title / Date

Number of Copies

1. _____

2. _____

3. _____

ASSOCIATED CHARGES

A charge for providing copies of public records is authorized by State law and has been established by the County Clerk. These charges are set at a level intended to compensate Elk County for the actual costs incurred in fulfilling your request. Payments are to be made by check or money order payable to: *ELK COUNTY CLERK*. Checks are required to have the Name, Address, and Phone Number printed on the check. Driver's license number and date of birth may also be required. *We cannot accept payments by credit or debit cards.*

CHARGES

Staff time necessary to comply with request (charged in 30 min increments): \$15/hr.

In addition to Staff time the following charges will be assessed:

Paper Document Fees (printed or scanned) \$0.50 per page

Election..... \$0.01 per name

Postage Fees..... Any postage required to mail requested documents

Electronic Form Data..... Minimum fee of \$15.00

The Elk County Clerk's Office requires prepayment for all records mailed or emailed. Payment required in full for all records at time when picked up from the Clerk's Office.

The Elk County Clerk's Office has a responsibility to protect certain records from disclosure; therefore, ***Legal Department approval may be required.***

TO BE COMPLETED BY ELK CO. PERSONNEL

Date of request: ____/____/____

Date provided: ____/____/____ Time Involved: Hours ____ Mins. ____

Total Charge: \$ _____

Staff Signature: _____

CERTIFICATION

The person signing this Certification has submitted the attached request for records to the Elk County Clerk's Office of Elk County, Kansas and with this certifies:

1. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not use any list of names or addresses contained in or derived from the records or information obtained from the Elk County Clerk's Office, for the purpose of selling or offering for sale any property or service to any person on the list or to any person who resides at any address on the list.

2. That he/she and any entity on whose behalf the request is being submitted does not intend to and will not give, or otherwise make available to any person or entity, any list of names or addresses contained in or derived from the records or information obtained from the Elk County Clerk's Office, for the purpose of allowing that person to sell or offer for sale any property or service to any person on the list or to any person who resides at any address on the list.

3. That he/she and any entity on whose behalf the request is being submitted has been informed and is aware that to knowingly sell, give, or receive any list of names and addresses contained in or derived from public records, for the purpose of selling or offering for sale any property or service to persons on the list is a violation of Kansas State Statute (K.S.A. 45-230) and that any person violating the prohibition shall be liable for the payment of a civil penalty.

Signature

Printed Name & Title

Date