



**DON'T KNOW WHAT
DEPARTMENT YOU NEED?**

If you are unsure which department to ask, call the Elk County Clerk's Office for assistance, (620) 374-2490.

You can also visit the Elk County website to see if the information you want to request is available online, www.elkcountyks.org.

By visiting the website this may also give you an idea of what department you are needing to contact to submit an open records request.

Elk County Clerk's Office

127 N. Pine, 1st Floor

PO Box 606

Howard, KS 67349

Phone: (620) 374-2490

Email: clerk@elkcountyks.org



Elk County Clerk's Office

KORA Brochure

**AN
OPEN
RECORDS
GUIDE**



(620) 374-2490
www.elkcountyks.org

KORA

KANSAS OPEN RECORDS ACT

The Kansas Open Records Act (KORA) permits the public to review or obtain copies of public records. Within this law there are two parts. One part gives the procedure that Public Agencies must follow when a Public Record is requested. The second part states what types of records an agency is permitted to withhold from disclosing.

KSA 45-215 ET SEQ.

The Elk County Clerk's Office **MUST** respond to your request as soon as possible, but not more than three business days later, beginning the day after the request was received.

The Elk County Clerk's Office will:

- Inform the requester an estimation of office fees to fulfill the request
- State if additional time will be needed to provided requested records
- Additional emails will be sent as needed

The Law allows the Clerk's Office to charge fees for complying with a request. The

Clerk's Office does require prepayment of all fees.

What records are available?

KORA requires the Clerk's Office to provide records that already exist. KORA does not require the Clerk's Office to create new records, compile special research reports, or interpret records.

How do I request records?

All records request must be done in writing. There are three ways to request records.

- Open Record Request Forms are available on our Website, and can be printed from there
- Requests can be emailed to clerk@elkcountyks.org
- Requesters may fill out an Open Record Request Form in-person at the Elk County Courthouse, Clerk Office, 127 N. Pine, Howard, KS, 1st Floor.

Open Record's Request Fees

Before the Clerk's Office can release any of the requested records you will be contacted with the total of the prepaid 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

Electronic Form Data
Minimum fee of \$15.00

*Additional Fees may apply

The Elk County Clerk's Office requires prepayment for all records mailed or emailed to:

Elk County Clerk
PO Box 606
Howard, KS 67349

Payment required in full for all records at time when picked up from the Clerk's Office.

Prohibited Use for Public Records

- KORA prohibits using lists of names and addresses obtained through an open records requested to use as a marketing tool.