

**JOHNSON COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT  
ENVIRONMENTAL DIVISION**

11811 SOUTH SUNSET DRIVE - SUITE 2700  
OLATHE, KANSAS 66061  
PHONE: (913) 715-6900  
FAX: (913) 715-6970  
<http://www.jocogov.org/>

**PUBLIC INFORMATION REQUEST FORM  
READ CAREFULLY BEFORE SIGNING**

I hereby acknowledge that I am aware that K.S.A. 45-230(a) provides: "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records..."

*Violation of this law may subject the violator to a civil penalty of \$500.00 for each violation.*

NAME (please print): \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

YOUR ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX if Applicable \_\_\_\_\_ EMAIL: \_\_\_\_\_

In accordance with the Kansas Open Records Act, I request access to the following public records (please specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

*By signing this request form, the requester makes the following certification pursuant to K.S.A. 45-220(c)(2): "the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information 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; or (B) 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."*

\_\_\_\_\_  
**JCDHE Staff Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Charge Per Page @ \$.50 page

\_\_\_\_\_  
Total charge

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

# JOHNSON COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT

## GUIDE TO OPEN PUBLIC RECORDS

### WHAT RECORDS ARE

Most records maintained by public entities are open for inspection and/or copies to be made. Commonly requested records include:

- < Ordinances
- < Resolutions
- < Minutes from open meetings
- < Salaries of public officials
- < Budgets
- < Inspection records

### EXCEPTIONS

Kansas Open Records Act recognizes that some records contain information which is private in nature. For this reason, the Act lists a number of exceptions. For a listing of exemptions see K.S.A. 45-221. <http://www.kansas.gov/index.php> and click on the "Kansas Statutes" icon

### HOW TO REQUEST A RECORD

#### Step 1

Check with a Johnson County Department of Health and Environment (JCDHE) staff member to determine whether the information that you need is available. Please remember to be specific when requesting information so that the staff member will be able to serve you better.

#### Step 2

You may be asked to submit your request for information in writing. The JCDHE has a prepared form for this purpose. Make sure your request is as specific as possible so that your request may be filled quickly and completely. The JCDHE staff person may ask detailed questions in order to fulfill your request accurately.

#### Step 3

Most records will be produced within three business days from the time the request is received. If the request is denied, upon request you will receive a written explanation for the delay or denial. For Open Records Requests from the Johnson County Department of Health and Environment, please contact the staff person you have spoken to or call/email the office: 913-715-6900/[jocoenvdept@jocogov.org](mailto:jocoenvdept@jocogov.org).

### FEES

The Kansas Open Records Act authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee may be requested in advance and may include:

- < Cost of staff time required to locate the information
- < Cost of copying or reproducing the record (hard copy or scan)
- < Cost of staff time to mail or email the information