

JOHNSON COUNTY
KANSAS
Health & Environment

11811 SOUTH SUNSET DRIVE - SUITE 2700
OLATHE, KANSAS 66061
PHONE: (913) 715-6900
FAX: (913) 715-6970

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. 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. 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 JCDHE, please contact the staff person you have spoken to or call the office at 913-715-6900.

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