

For District Use Only

Date Received Request:

Date Provided Request:

Request for Record Inspection or Copy
(Pursuant to K.S.A. 45-220(b))

TO: Happy County Conservation District
123 Merry Lane
Gladville, KS 66666
Telephone: 785.123.4567
Fax: 785.765.4321

FROM: Name (print): _____

Address: _____

Daytime Telephone (optional): _____

RECORD(S) SOUGHT: _____

I desire: to view records at district office copy of records records faxed records mailed

Certificate of Compliance

(Pursuant to K.S.A. 45-220(c) and K.S.A. 5-230)

My signature below certifies that I have a right of access to the record(s) that I listed above based on the Kansas Open Records Act, K.S.A. 45-215 *et seq.*

I understand that no person shall receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names or addresses contained in or derived from public records.

I also understand that a violation of the statute prohibiting the unlawful use of names derived from a public record is a civil penalty.

Furthermore, in accordance with these provisions, I certify that I do 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 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.

Signature: _____ Date: _____

Happy County Conservation District Policies and Procedures for Access to Open Records

(Adopted Pursuant to K.S.A. 45-220)

The Happy County Conservation District, being a governmental subdivision of this state, must comply with the provisions of the Kansas Open Records Act (KORA). Therefore, all Happy County Conservation District records are open for inspection (except those closed by law) during normal office hours. The following are the policies and procedures for access to the open records as adopted by the Happy County Conservation District board on April 6, 2004.

According to K.S.A. 45-221, certain records are not required to be open. The Happy County Conservation District custodian of records will not disclose such records unless an exception is approved by the Happy County Conservation District board.

Procedures for Inspecting or Obtaining Copies of Records

- Consult with the Happy County Conservation District Manager, who has been designated as the official custodian of records and the freedom of information officer, or other designated custodian to determine if the record you need exists or is available.
- Complete the Request for Record Inspection or Copy form. Make your request as specific as possible to expedite the process.
- Most records will be produced within three business days from the time the request is received.
- If the request is delayed or denied, you will receive a written explanation for the delay or denial within three business days.
- If you have questions about your request or the KORA, contact the District Manager, at the Happy County Conservation District office, 785.123.4567.

Access Information

Official Custodian: Ima Good, District Manager

Other Custodian: Crystal Waters, Water Quality Coordinator

Principal Office: 123 Merry Lane, Gladville, Kansas 66666

Office Hours: 8 a.m. to 5 p.m. weekdays, except federal holidays

Fee Information

Copies: 1-10, no charge	11-100, 5¢/page	>100, 25¢/page
Mail charge: 1-5 pages, 40¢	additional 5-page increments, 25¢ (doesn't include copy fee)	
Faxed copy: 1-10, no charge	>10, 50¢/page (custodians have discretion to limit number)	

NOTE: Advanced payment will be required for records mailed or faxed.