

**HARVEY COUNTY RECORDS REQUEST  
KANSAS OPEN RECORDS ACT**

**READ CAREFULLY BEFORE SIGNING**

**All Records:** Pursuant to Chapter 45, Article 2 of the Kansas Statutes Annotated regarding records open to the public, I/we request access or copies of any information/records in the office of the Harvey County Clerk that are authorized as open records. Further I/we certify that I/we do not intend to and will not use, or sell, give or otherwise make available to any other person, any list of names or addresses contained in or derived from the public records provided me, for the purpose of selling or offering to sell any property or services to any person listed or to any person who resides at any address listed, or for the purpose of allowing any other person to sell or offer to sell any property or services to any person listed or to any person who resides at any address on the public records provided me, unless specifically authorized by law.

**Election Records and Data:** "Use of voter registration lists for commercial purposes is knowingly selling, giving or receiving the information on or derived from voter registration lists with the intent to use such list or information for any commercial purpose. Use of voter registration lists for commercial purposes is a class C misdemeanor. For purposes of this section, compiling, using, giving, receiving, selling or purchasing the information on or derived from voter registration lists, solely for political campaign or election purposes, shall not constitute a commercial use of voter registration lists." K.S.A. 25-2320a

By signing below, I acknowledge that I am aware of and understand Kansas Statutes regarding the use of public records.

**Requester's name:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(please print)

**Address:** \_\_\_\_\_  
(Street Address) (City, State, Zip code)

**Daytime Phone:** (\_\_\_\_\_) \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

Description of information requested: \_\_\_\_\_

How will information be used?: \_\_\_\_\_

**Signature:** \_\_\_\_\_

In what medium do you prefer the information? (circle one):      Paper      Electronically

How do you wish to obtain information? (circle one):  
U.S. Mail      Priority Mail      Fax      E-Mail      Pick Up

<b>Office Use Only</b>	
Fees Charged:	\$ _____ Copies (Total number of pages _____ @ \$.10 per page)
	\$ _____ Staff time (Hours _____ Minutes _____ Rate _____)
	\$ _____ Other
Total cost:	\$ _____ Authorized by: _____
_____ Request for records granted _____	
_____ Request for records denied. Reason for denial: _____	
Received payment in full of: \$ _____ (cash check) Date payment received: _____	
Records request completed by: _____ Date completed: _____	