



COUNTY OF LEAVENWORTH

300 Walnut, Suite 225
Leavenworth, Kansas 66048-2815
(913) 684-0417
bocc@leavenworthcounty.gov

Open Records Request

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email (Optional): _____

NOTICE

K.S.A. 45-230 prohibits using names and addresses derived from public records for commercial purposes. This includes using public records to sell property or services. Persons are also prohibited from obtaining public records with the intention of making the records available to a third party for such purposes. Violation of this law is a civil offense punishable by fine. Violations will be referred to the attorney general or district attorney for prosecution.

The undersigned hereby requests access to the records described below and certifies that the undersigned has a right of access to the records. The undersigned further certifies that the information obtained from the records will not be used for a prohibited purpose. Sign below to request a record under the Open Records Act, K.S.A. 45-215 *et seq.*, and to indicate your understanding of the conditions outlined above.

Signature: _____ Date: _____

Record(s) Request: _____

(Please provide a specific description of the records you want to inspect or copy.)

Fees to Access Records

- The fees will be determined based on actual cost to produce the requested records.
- Prior to receiving the requested records, you will be informed of the amount due.