

OPEN RECORDS REQUEST

Most records maintained by public entities are open for inspection and/or copying by individuals. Exceptions of records which are private in nature and therefore closed include:

- Personnel information of public employees
- Medical treatment records
- Records which are protected by the attorney-client privilege or the rules of evidence
- Notes and preliminary drafts
- Criminal investigation records
- Military discharge papers
- Records related to security measures.

Under the Kansas Open Records Act, the Unified Government must respond to all Open Record requests **within 3 business days of receipt of the request** with either:

1. The requested information, or
2. A letter advising the requestor when the information will be available, or
3. A letter stating that the information is not available.

There is a .25 per page charge after the first 5 pages.

There is a \$1.00 per page fee for FAXed information.

An additional charge may be assessed if searches or reviews are required and performed by staff.

Requests that are not routine in nature, please contact the Clerk's office, Appraiser's office or Legal department.

OPEN RECORDS INFORMATION REQUEST

NAME _____ DATE _____

ADDRESS _____ PHONE _____

INFORMATION REQUESTED _____

ESTIMATED FEE (if any) _____

AFFIDAVIT

STATE OF KANSAS)
) ss.
COUNTY OF WYANDOTTE)

_____, being duly sworn, states:

1. That he/she does not intend to and will not use any list of names or addresses contained in or derived from the records or information obtained from the Unified Government of Wyandotte County/Kansas City, Kansas, for the purpose of selling or offering for sale any property or service to any person on the list or to any person who resides at any address on the list.

2. That he/she does not intend to and will not give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information obtained from the Unified Government of Wyandotte County/Kansas City, Kansas, for the purpose of allowing that person to sell or offer for sale any property or service to any person on the list or to any person who resides at any address on the list.

3. That he/she has been informed and is aware that to knowingly sell, give, or receive any list of names and addresses contained in or derived from public records, for the purpose of selling or offering for sale any property or service to persons on the list is a violation of state statute (K.S.A.45-230) and that any person violating the prohibition shall be liable for the payment of a civil penalty.

Signature

On this _____ day of _____, 20____, before me, the undersigned Notary Public in and for the County of Wyandotte, State of Kansas, personally appeared _____, and, upon his/her oath, signed the foregoing instrument.

Notary Public

My Commission Expires:

DECLARATION OF REPRESENTATIVE

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|------------------------------------------------------------------------------------------|
| <u>Property Owner(s) Name(s) as it appears on the Change of Value Notice</u> |
| <u>Property Owner's Mailing Address (street, post office box, city, state, zip code)</u> |
| <u>Property Owner's Telephone Number</u> |

hereby appoints the following individual, corporation, limited liability company, organization, firm or partnership

| |
|--------------------------------------------------------------------------------------------------------------|
| <u>Individual Representatives Name and Title</u> |
| <u>If Applicable, provide Corporation, Limited Liability Company, Organization, Firm or Partnership Name</u> |
| <u>Representative's Mailing Address (street, post office box, city, state, zip code)</u> |
| <u>Representative's Telephone Number</u> |

to represent the above named property owner before the State Board of Tax Appeals pursuant to the Board's rules and regulations for property located in _____ County for the _____ tax year(s).

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Signature of Property Owner and Date</u> |
| <u>If signing on behalf of a corporation, limited liability company, organization, firm, or partnership, provide below the printed name and title of person signing.</u> |