REQUEST FOR PUBLIC RECORD COPY
MARION COUNTY, KANSAS

(Subject to provisions of Kansas Open Records Act K.S.A. 45-215 thru 45-230)

TO BE COMPLETED BY REQUESTER: (Please Print Clearly)

NAME / TITLE: _____

COMPANY: _____

STREET ADDRESS: _____

CITY/STATE: _____ PHONE: _____

Please provide as specific a description as possible of the record(s) you desire.
Include record titles, dates and name of county agency or department which produce or hold the record(s).

RECORD TITLE # of COPIES DESIRED

1. _____ _____

2. _____ _____

3. _____ _____

I hereby certify that I do not intend to, and will not 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 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. K.S.A. 45-220

A charge for providing copies of public records is authorized by state law and has been established by the Board of Marion County Commissioners. These charges are set at a level to compensate the county for the actual costs incurred in honoring your request.

Under penalty of perjury, the undersigned names the foregoing request for public record copy on the date stated below.

SIGNATURE: _____ **DATE REQUESTED:** _____

TO BE COMPLETED BY RECORDS CUSTODIAN:

The charge to you for the copy(s) requested is: $ _____

Staff Time Involved: _____ Hrs $ _____

Total Charges: **$** _____

Prepayment of the Total Charges: ☐ Required ☐ Not required

Payment Method: ☐ **Cash** **PAID:** **$** _____

☐ **Check #** _____

Make checks payable to "Marion County Clerk" **DATE PAID:** _____

_____
Records Custodian

DISCLAIMER: Marion County makes no representations of any kind, including, but not limited to, warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied with respect to the information or digital data furnished herein. The information or digital data is released on an "as is" basis and is subject to change without notice. In no event shall Marion County, nor its employees, officers, or agents become liable to users of these data, or any other party, for any loss or damages, consequential or otherwise, including but not limited to time, money, or goodwill, arising from the use, operation or modification of the data. In using these data,users further agrees to indemnify, defend, and hold harmless Marion County and its employees, officers, or agents for any and all liability of any nature arising out of or resulting from the lack of accuracy or correctness of the data, or the use of the data.

YOUR COPY OF THIS FORM IS YOUR RECEIPT

Revised 05/13/2013