

**REQUEST FOR RECORD  
HARPER COUNTY**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ (Printed)

**ADDRESS:** \_\_\_\_\_ (Street)

\_\_\_\_\_ (City, State)

**DAYTIME PHONE** \_\_\_\_\_

**FAX/PHONE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**Record Sought:** Please provide a specific description of the record(s) you desire to inspect or for which you request a copy. Include record title, date, originating county agency/department, or any other pertinent information:

	<b>Record Title/Date</b>	<b>Originating Agency/Department</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

**(If requesting voter registration lists:** K.S.A. 25-2320a "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 for information for any commercial purpose. Use of voter registration lists is a Class C misdemeanor")

---

**(To be completed by Records Custodian)**

**Charges:** A charge for providing access to public records is authorized by state law and has been established by the county governing body. These charges are set at a level to compensate the county for the actual costs incurred in honoring record requests. The fee schedule established by the county is posted in this office.

**Pages Copied:** \_\_\_\_\_ Pages @ \$.25 per page \$ \_\_\_\_\_.

**Staff Time Involved:** \_\_\_\_\_ Hours @ \$12.00 per hour \$ \_\_\_\_\_.

**Other Charges** \_\_\_\_\_ \$ \_\_\_\_\_.

**Total Charges** \$ \_\_\_\_\_.

\_\_\_\_\_  
**Records Custodian**

**Your copy of this form is your receipt**