

POLICY AND PROCEDURE FOR OBTAINING COPIES OF OR ACCESS TO PUBLIC RECORDS PURSUANT TO  
THE KANSAS OPEN RECORDS ACT (KORA) K.S.A. 45-215 et seq.

OFFICE HOURS: 8 A.M. TO 4 P.M., Monday – Friday except official state holidays

ADDITIONAL FEES: For requests that exceed the \$10 processing fee, the following rates shall apply: COPIES, \$0.25 per page; MAILING, \$0.55 for first 5 pages, \$0.25 for additional 5-page increments; FAX, \$0.65 per 10-page fax. Any other costs incurred by the Geary County Sheriff's Office in connection with complying with a record request may be assessed to the requester. The agency will provide an estimate of the fees which shall be paid prior to the agency gathering the records. However, in order to assure payment, the final cost of providing access to or furnishing copies must be paid before the records are provided. If the final cost is less than the estimate, the requester will be reimbursed for the difference.

STAFF TIME: Will be charged at the rate of pay for each person(s) whose time is used in order to assist and/or respond to a specific request. This may include the time spent to oversee the viewing of records, access records maintained on computer facilities, review records to determine whether closure exceptions apply, and/or redact open from closed information.

WRITTEN REQUEST: The Geary County Sheriff's Office may require that requests for access to or copies of records be made in writing, in order to adequately document the request and clarify exactly what records are being sought. All requests for records shall state the requester's name, mailing address, and a contact phone number. The requester should provide detailed information about the records being requested in order to aid the staff in determining if such records exist and are possessed by the agency. Requests for records not yet in existence or documents to be created prospectively cannot be honored.

FAXING AND AIR EXPRESS DELIVERY: Generally, records may be faxed if the request is for fewer than 15 pages and fax time and facilities are readily available. If express delivery is requested, the requester shall arrange for pickup and packaging of the records, and all associated costs for such delivery shall be paid by the requester. The record custodian has sole discretion as to whether to honor requests for faxing or express delivery.

REQUESTS FOR ELECTRONIC FORMAT RECORDS: The record custodian will be the sole judge of the ability of the agency to comply with any record requests for the records to be provided in electronic format or for records that must be produced in any special computer-generated format.

RESPONSE TIME: The agency will act upon requests as soon as possible, with some response being made to the requester no later than the third business day following the receipt of the request. If it appears that additional time will be needed, fees will be assessed, or some of the records may be closed by law, then a written response will be provided as soon as the records have been located and reviewed.