



Open Records Procedure

Cherokee County Clerk

110 W. Maple St. Room 131
Columbus, KS 66725

The Kansas Open Records Act (KSA 45-215 et seq.) guarantees citizens the right to inspect or obtain copies of public records that are not exempt from disclosure by specific provisions of law. Citizens have a right to obtain a copy of any County agency's procedures for access to records, and to request assistance from the County Freedom of Information Officer. An agency may require that requests be submitted in writing; this form is provided for convenience. If a request is denied, the agency must provide specific reasons for denial.

PRINCIPAL OFFICE AND HOURS

Cherokee County Clerk
110 W. Maple ST, RM 131
Columbus, KS 66725

Mon-Fri: 7:00 AM - 5:00 PM
Except official holidays
authorized by the Board of
County Commissioners

CONTACT INFORMATION

Official Custodian

Rebecca Brassart County Clerk
e-mail: rebecca.brassart@cherokeecounty-ks.gov

Open Records Coordinator(s)-site(s)/records types

Michaela Heistand, Deputy County Clerk
e-mail: michaela.heistand@cherokeecounty-ks.gov

Open Records Coordinator(s)-site(s)/records types

Trish Burdette, Deputy Election Clerk
e-mail: trish.burdette@cherokeecounty-ks.gov

Contact Information

LOCATION: 110 W. Maple ST, RM 131
Columbus, KS 66725
TELEPHONE: (620)429-9500 EXT 5
FAX: (620)429-1042

FEES

Search fee (per quarter hour per staff member).....\$4.50	Election Request.....Price Varies
Copies per page (letter or legal).....\$0.50	Mail Charge (first 5 pages).....\$1.00
Search fee (per quarter hour per staff member).....\$4.50	Fax per page.....\$0.35



Open Records Request

Cherokee County Clerk

110 W Maple ST, Room 131
Columbus, KS 66725

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Information Below Provided By Requester		I am submitting this request per the following
Date of request	Submitted to (agency)	<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Email
Name (required)		Mailing address (required)
Telephone (optional)	Fax (optional)	Email address (optional)
Please identify the records requested as specifically as possible, or describe the information you want (required).		
I requested to (please check all that apply) ... Inspect the records named/described. <input type="checkbox"/> Make notes from the records named/described. <input type="checkbox"/> Obtain copies of some of the records named/described. <input type="checkbox"/> Obtain copies of all records named/described.	How do you wish to receive your response? <input type="checkbox"/> Call me to discuss. <input type="checkbox"/> Fax to me at the telephone number I provided. <input type="checkbox"/> Email me at the email address I provided. <input type="checkbox"/> Send by mail to the address I provided. <input type="checkbox"/> I will return in person.	
I _____, as the requester of the records described above hereby state that consistent with KSA 45-230 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. I do declare or certify under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.		
Signature of Requester _____		Date _____

General Information

Requesting Records From County Clerk-We will receive and act upon oral requests whenever possible. However, the office may require requests be submitted in writing to clarify exactly what records are sought, if such records currently exist in the form requested, document the request and determine the requesters right to access (if records are restricted by law). Written requests may use the form (s) provided by the Clerk's office (but are not required to do so), or the form available from the County's web site.

Requests by letter, fax or email must include requesters name and address, and specific information adequate to determine the records being requested and the requesters right to access (if restricted by law). Optionally, the requester may provide a daytime telephone number and/or email address, which will allow the Clerk's office to contact the requester.

Responses By The Clerk's Office-We will act upon requests as soon as possible. Within three business days we will provide (1) records requested; or (2) a response estimating fees and information regarding the Clerk's ability and plans to provide the requested records.

Excluded Or Restricted Records-Certain public records are excluded from disclosure or restricted. If a request is denied, we will provide the requester with specific reasons and applicable legal authority.

Fees-Fees for responses that exceed the threshold for recovery of costs will be charged, per the fee schedule. Fees may be waived by the Freedom of Information officer for research projects that would benefit the County organization of the general public.

Fees may be waived for academic research or other research projects in which the County would share fully in results, or for projects which would benefit the County or the general public.

Office Use Only

Date/Time of Request _____/_____/_____

Date/Time Provided _____/_____/_____

Staff Time Involved _____ Hours _____ Min

Charges for Copies _____

Charges for mail/fax _____

ID Assigned _____

Request Received By _____

Records Provided By _____

Total Charge for Staff Time _____

Charges for Plats _____

Total Charges _____