

**LYON COUNTY, KANSAS
430 COMMERCIAL ST.
EMPORIA, KANSAS 66801**



Open Records Request Form

(To be completed by Requestor and submitted to applicable department)

Date: _____

Name: _____

Title: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Department that records are requested from:

Records requested: _____

Form in which you wish to receive records (i.e. photocopies, email)

CERTIFICATE OF COMPLIANCE WITH K.S.A. 21-3914 & K.S.A. 45-220(c)

I, _____, understand that no person shall receive, for the purposes of selling or offering for sale any property or service to person listed therein, any list of names or addresses contained in or derived from a public record.

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record is a Class C misdemeanor.

In accordance with these provisions, I certify that I do not intend to, and will not, use any list names or addresses contained in or derived from public records 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; neither will I 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, except under authority of the limited circumstances provided in K.S.A. 21-3914.

Signature of Requestor

Date

Due to specific kinds of documents and reports and the methods used to process these documents and reports, record custodians in individual departments may at their discretion establish separate reasonable fees, in accordance with the Kansas Open Record's Act, for documents and reports unique to that department, provided the established fees are posted in full view of the public.

Fee Schedule available upon request