

JOHNSON COUNTY FIRE DISTRICT NO. 2

RECORDS REQUEST PROCEDURE

Johnson County Fire District No. 2 ("Fire District") endeavors to comply with all requests for inspection of public records, where practical. If you desire to inspect public records of the Fire District, we would request you review the following:

1. You should first contact the Fire District's Freedom of Information Officer, who is the Administrative Assistant for the Fire District, at 19495 Metcalf, Stilwell, Kansas 66085.

2. Your request to inspect public records should preferably be made in writing so there will be no misunderstanding as to specific records you desire to inspect.

3. Public records may be inspected only during regular office hours of the Fire District. You may be required to provide proof of identity prior to inspection.

4. Your request to inspect Fire District public records will be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received.

5. If access to the public record is not granted immediately, the Fire District will give you an explanation of the cause for delay and the place, earliest time and date that the records will be available for inspection.

6. If the request is denied, the Fire District will provide upon request a written statement of the grounds for denial.

7. Kansas law provides that public records, which contain names and addresses, cannot be used for the purpose of selling or offering for sale any property or services to the persons listed. Any person who knowingly sells, gives or receives records for such purpose is guilty of a Class C misdemeanor.

8. There are many laws closing specific types of records, or rendering private specific categories of information. Some public records are mandatorily closed by law, while others are discretionarily closed. Additionally, the Fire District may refuse to comply with a request that would place an unreasonable burden on the Fire District to produce the records or that is intended to disrupt the Fire District.

9. The Fire District will charge a reasonable fee for making copies or providing access to public records. Payment of these fees shall be made in advance. The actual cost incurred as a result of a records request is uncertain until the request is completed. Thus, the advance fee can only be based upon an approximation of anticipated costs, with the final settlement (additional bill or refund) occurring after the response is completed. A fee of \$25.00 per hour for staff time in responding to the request will be charged, in addition to a photocopy charge of \$0.60 per page.