

POTTAWATOMIE COUNTY APPRAISER'S OFFICE
P.O. BOX 288 – WESTMORELAND, KS 66549
OPEN RECORDS REQUEST

Requester: _____ Company: _____
(please print) (if applicable)

Address: _____
(Street) (City) (ST) (Zip)

Daytime Phone: _____ Fax: _____ E-Mail: _____

Description of information requested:

ACKNOWLEDGMENT

- (A) I certify that I do not intend to, and will not:
 - (1) Use any list of names or addresses contained in or derived from the records or information requested 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 addresses listed; or
 - (2) 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 addresses listed. See K.S.A. 45-230.
- (B) Violation of the section is a class C misdemeanor.

The provisions of the section shall not apply to nor impose any criminal liability or penalty upon any public official, public agency or records custodian for granting access to or providing copies of public records or information containing names and address, in good faith compliance with the Kansas Open Records Act. To a person who has made a written request for access to such information and has executed a written certification pursuant to subsection ©(2) of K.S.A. 45-220 and amendments thereto.

X _____ Date: _____
(signature of requesting party)

----- **FOR POTTAWATOMIE COUNTY USE ONLY** -----

___ Request for records granted _____

___ Request for records denied. Reason for denial: _____

Estimated materials description: _____ Cost: \$ _____

Estimated labor description: _____ Cost: \$ _____

Estimated postage description: _____ Cost: \$ _____

Total Estimated Cost: \$ _____

Received payment in full of : \$ _____ (cash or check) Date payment received: _____

Records request completed by: _____ Date completed: _____

