



Linn County, Kansas

Kansas Open Records Act (KORA) Request Form

K.S.A. 45-215 et seq.

Requester Information

Name: _____

Organization (if applicable): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Request Details

Date of Request: _____

Description of Records Requested:

Preferred Format

☐ Electronic (Email) ☐ Electronic (USB / Download Link) ☐ Paper Copies ☐ Inspection Only

Delivery Method

☐ Email ☐ U.S. Mail ☐ In-Person Pickup

Fee Acknowledgment

I understand that Linn County may charge fees for the actual costs incurred in fulfilling this request, as permitted under the Kansas Open Records Act. Applicable fees may be required prior to release of records.

Requester Signature: _____ Date: _____



Kansas Open Records Act (KORA) Fee Schedule

Resolution No. 2025-31

Copying Fees

Item	Fee
Black & white copies (8.5" x 11" or 8.5" x 14")	\$0.25 per page
Color copies	\$0.50 per page
Oversized documents	Actual cost
Certified copies	\$1.00 per document

Electronic Records

Item	Fee
Records delivered by email	No charge
USB / CD / DVD	Actual cost of media
File conversion or data extraction	Staff time rate applies

Staff Time

Records search, review, redaction, or compilation: \$30.00 per hour (prorated to the nearest 15 minutes).

Inspection of Records

In-person inspection: No charge.

Supervised inspection requiring staff time: Staff time rate applies.

Payment Policy

An estimate of fees will be provided upon request. Prepayment may be required prior to release of records. Checks should be made payable to Linn County Clerk.

Approval

Approved by Linn County Clerk's Office

Date Approved: _____