



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: _____