

LANE COUNTY REQUEST FOR ACCESS TO PUBLIC RECORDS

Date: _____

Name of Requesting Party: _____

Address: _____

Phone number where you can be reached during business hours (optional) _____

K. S.A. 45-220 (b) A Public Agency may require a written request for inspection of public records... (and) require proof of identity of any person requesting access to a public record...(c) other agency may require..., written certification that (1) the requester has a right; or (2) the requester does not intend to, and will not: (A) use any list of names or addresses contained in and derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed, to any person who resides at any address listed; or (8) 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.

Description of Record Requested: _____

Form in which you wish to receive records (i.e. printouts, photocopies): _____

Signature of requesting Party: _____

FOR LANE COUNTY USE

Department _____ Lane County

Request for Access/Copies of Record Granted. Date Received _____

Date Approved _____

Request for Access/Copies of Record Denied. Reason for Denial:

Cost Estimate: _____

Amount of Payment \$ _____ Received on _____

ESTIMATED COST

NOTE: ESTIMATED COST TO BE PAID PRIOR TO WORK AUTHORIZED