

## Questions?

Contact your local Freedom of Information Officer if you have any questions concerning:

- What records are open and available:
- How to obtain a record:
- Any dispute relating to open records:
- The cost of an open record:  
Or
- Any other question relating to open records.

The local Freedom of Information Officer for this County is:

Pauline M Lee

Atchison County Clerk

423 North 5th St

Atchison, Kansas 66002

Phone (913) 804-6030

Fax: (913) 367-0227

Email: [plee@atcoks.org](mailto:plee@atcoks.org)

Co Web page site:

<http://www.atchisoncountyks.org>

## Records Custodians by Department:

Appraiser: County Appraiser or staff, 913-804-6010

County Attorney, Office Staff, 913-804-6020

Commissioners, Co Clerk or staff, 913-804-6030

County Clerk , Co Clerk or staff, 913-804-6030

Register of Deeds, Register of Deeds or staff, 913-804-6025

Co Treasurer, Co Treasurer or staff ,913-804-6050

Courts, Court Clerk or staff, 913-804-6060

**The address for the above offices is as follows:**

**423 North 5th St, Atchison, Ks 66002**

Sheriff, Sheriff or staff, 913-804-6080, Law Enforcement

Noxious Weed , Director , 913-804-6130, P O Box 22,  
Effingham, Ks 66023

Road and Bridge Department, Staff, 913-367-1372,  
613 South 22nd St, Atchison, Ks 66002

Transfer Station, staff, 913-367-1666

8575 Neosho Rd, Atchison, Ks 66002

Emergency Management, Director, 913-804-6131,  
P O Box 22, Effingham, Ks 66023

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## Open Public Records Guide

Atchison County



*Atchison County  
Offices*

**Telephone: 913-804-6030**



## What Records are Available ?

Most records maintained by public entities are open for inspection and or copying by individuals. Commonly requested records include:

- Budgets
- Election Information
- Minutes from open meetings
- Property ownership information & Maps
- Recorded Documents
- Resolutions
- Salaries of County Employees and public officials
- Tax Statements and payments

## Exceptions

The Kansas Open Records Act recognizes that some records contain information that is private in nature. For this reason, the Act lists a number of exceptions. Records that are closed for this reason may include.

- Criminal investigation records
- Medical treatment records
- Military Discharges and related military documents
- Notes and preliminary drafts
- Personnel information of public employees
- Records containing personal information compiled for Census purposes
- Records which are protected by the attorney-client privilege or the rules of evidence
- Several other specific records

For a complete listing of exemptions, see KSA 45-221

## How to request a record

### Step 1:

Check with the records custodian or local Freedom of Information Officer to determine whether the information that you need is available. Please remember to be courteous and specific when requesting information so that the custodian will be able to serve you better.

### Step 2:

You will be required to submit your request for information in writing. The records custodian has a prepared form for this purpose. Make sure your request is as specific as possible so that your request may be filled quickly and completely. The records custodian may ask detailed questions in order to fulfill your request accurately.

### Step 3:

Most records will be produced within three business days from the time the request is received. If the request is denied, you will receive a written explanation for the delay or denial.

### Step 4:

If you have any questions about your request, contact your local Freedom of Information Officer.

### Agencies Represented

The Kansas Open Records Act governs most records maintained by cities, counties, school districts, state agencies, and other public agencies this agency is only required to provide public records that already exist. KORA does not require an agency to create a record upon request. KORA does not require an agency to interpret or analyze records, or to prepare custom reports.

## Fees

The Kansas Open Records Act authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee may be requested in advance and my include:

Cost of staff time required to make the information available.

Cost of Copying or reproducing the record

Fax or email charges

## Reasons for Denial

Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. There are a number of reasons that a request may be denied:

The specific record tat was requested does not exist

The request was unclear and should be submitted with more detail

The record that wa requested is closed to protect an important privacy interest (see the list of exceptions to the Kansas Open Records Act at K.S.A. 45-221

The records custodian requested the request be presented in person and in writing

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