
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:

County Clerk Michelle Phillips
423 North 5th Street
Atchison, Ks 66002-1861
Phone (913) 804-6030
Fax No. (913)367-0227
Email: mphillips@atcoks.org

Records Custodians by Department

Appraiser - Debbie Thompson
Attorney - Sherri Becker
Commissioners - Michelle Phillips, County Clerk .
County Clerk - Michelle Phillips
Register of Deeds - Shelley Campbell
Treasurer - Connie Ellerman
Courts - Donna Oswald
**The address for the above officers is as follows:
423 North Fifth St., Atchison, KS 66002**

Sheriff - Jack Lauric
518 Parallel St., Atchison, KS 66002

Road and Bridge - Joe Snyder
Noxious Weed Dept. - Joe Snyder
613 South 22nd St., Atchison, KS 66002

Emergency Management—Wes Lanter
10443 US Hwy 59, Atchison, KS 66002

Transfer Station - Staci Waggle
8575 Neosho Rd., Atchison, KS 66002

Community Correction - Shelly Nelson
729 Kansas Avenue Atchison, KS 66002

Nursing Home - Haley Tinch
1419 North 6th, Atchison, KS 66002

Clerk of the District Court—Donna Oswald
P.O. Box 409, Atchison, KS 66002

Atchison County



Open Public Records Guide

Atchison County



*Atchison County
Offices*

Tel: 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:

- Resolutions
- Minutes from open meetings
- Salaries of public officials
- Budgets

Exceptions

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

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

During the 2004 Legislative Session, two new exemptions were added which protect the following records from disclosure:

- Military discharge papers; and
- Records related to security measures

For a complete list of exemptions, see K.S.A. 45-221

How to Request a Record

-Step 1-

Check with the records custodian of the department you are requesting the information from to determine whether the information that you need is available. A list of record custodians is located in this brochure. 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 custodian may ask detailed questions in order to fulfill your request accurately.

-Step 3-

Most request will be answered 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.

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 may include:

- Cost of staff time required to make the information available.
- Cost of copying or reproducing the record. (50 cents per page for paper)
- Fax charges.

Why would my request be denied:

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 that was requested does not exist;
- The request was unclear and should be resubmitted with more detail;
- The record that was 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

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