

**SALINE COUNTY ATTORNEY'S OFFICE**  
**POLICIES AND PROCEDURES**

**EFFECTIVE DATE:** 11-10-2021

**SUBJECT:** Kansas Open Records Act (KORA) K.S.A. 45-215 *et seq.*

**SCOPE:** All employees of the Saline County Attorney's Office

1. That any requests for records or other materials pursuant to the Kansas Open Records Act (KORA), K.S.A. 45-215 et seq., shall be stamped or notated as to when the records request was received.
2. That the request shall be immediately delivered to the Saline County Attorney.
3. The Saline County Attorney shall read, inquire into, and respond to the request within THREE (3) business days of receipt of the request.
4. The response shall indicate if the records exist, if there are exceptions to disclosure (with specific statutory exceptions listed), and the costs associated with the production of the requested document(s).
5. The production of the requested document(s) shall not commence until the requestor has submitted payment in full to the Saline County Attorney's Office.
6. If the requested document(s) are produced at a cost less than the amount originally quoted and remitted by the requestor, then a refund shall be issued to the requestor for the amount of the submitted monies minus the actual costs for producing the record(s).
7. Any attorney, paralegal, or clerical staff shall notify the Saline County Attorney of the amount of time spent on the records request.
8. If the amount of time and costs exceeds the original quote for the records request, then the Saline County Attorney shall notify the requestor as soon as possible that additional monies need to be remitted to cover the difference and that the records request will not be completed until the funds are received.
9. That a fee of \$0.25 per page, per copy, will be charged.
10. That staff time will be charged at the assigned staff's normal hourly rate.
11. That postage will be the actual costs to mail the records through normal United States Postal Service.

12. That emailing records will be at the discretion of the Saline County Attorney, and any costs will be set based off the amount of time spent on the request and the amount of data to be transmitted.
13. That in case the Saline County Attorney is unavailable, the Deputy Saline County Attorney shall be responsible for the completion of the response to the requestor and ensuring that the request is addressed.
14. That if the Saline County Attorney and the Deputy Saline County Attorney are unavailable, then the next senior Assistant Saline County Attorney shall be responsible for the completion of the response to the requestor and ensuring that the request is addressed.
15. That all attorneys in the office shall read and familiarize themselves with the Kansas Open Records Act (KORA), K.S.A. 45-215 *et seq.*
16. That the attached KORA policy is adopted and is to be utilized by the Saline County Attorney's Office.
17. That the attached KORA request form IS NOT mandatory for the requestor to use, and that the requestor may use or draft a request that is not associated with the attached request form. This does not invalidate the request.

/s/ Jeffery Ebel  
Jeffery Ebel, Saline County Attorney  
Dated: November 10, 2021