

**RESOLUTION 26-2446**

**A RESOLUTION ESTABLISHING PROCEDURES PROVIDING FOR  
ACCESS TO THE OPEN PUBLIC RECORDS OF SALINE COUNTY  
AND THE COPYING THEREOF, APPOINTING CUSTODIANS FOR SAID RECORDS  
AND ESTABLISHING INSPECTION AND COPYING FEES**

WHEREAS, it is the policy of Saline County to ensure that all public records made, maintained, or in the possession of Saline County, its officers and employees, shall be open for public inspection and copying as provided by, and subject to the restrictions imposed by, the Kansas Open Records Act; and

WHEREAS, it is in the public interest (1) to establish certain regulations to maintain, preserve and protect public records while establishing procedures for their inspection and copying, (2) to appoint a custodian for each office in Saline County who will be charged with responsibility for compliance with the Kansas Open Records Act in relation to the public records of the custodian's office and (3) to establish fees for the inspection and copying of open public records in order to avoid the necessity of using public funds for the benefit of private parties,

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Saline County, Kansas, as follows:

The following regulations and procedures shall govern the inspection and copying of open records in Saline County:

- A. All county record custodians, hereinafter appointed, shall provide full access to open public records of the county; and, shall provide assistance to those persons who request to them; provided that all requests for access to inspect or copy open records be in writing; that the essential functions of the custodian's office are not disrupted by requests for record inspection and copying; and, provided further, that all inspections and copying of open public records be performed by, or under the supervision of, the records custodian responsible for such records. If applicable, the requestor will verify that said requested information will not be obtained for solicitation purposes in accordance with the Kansas Open Records Act.
- B. Hours for making requests for inspection or copying shall be all regular working hours for each day the office, to which the request has been submitted, maintains regular office hours.
- C. Removal of open public records from the office where they are maintained, for purposes of inspection and/or the making of copies, shall be permitted only with the written permission of the records custodian.
- D. Denial of any request for inspection or copying of an open record shall be in writing in the form prescribed by the Kansas Open Records Act.
- E. If the public agency incurs costs for staff time to provide access to or furnish copies of

public records, the agency shall use in good faith the lowest category of staff reasonably necessary to provide access to or furnish copies of public records. Charges for staff time shall be based on the employee's salary or hourly wage. Charges for staff time shall not include the costs of employee benefits.

- F. Upon request, a public agency shall provide to the person requesting access to or copies of public records pursuant to this section an itemized statement of costs incurred by the public agency, and charged to such requestor. Such itemized statement shall include, but not be limited to, the hourly rates charged for each employee involved in making the requested records available and an itemized list of any other fees charged to provide access to or furnish copies of the requested records.

The following county officers shall be, and are hereby, appointed as official custodians for purposes of the Kansas Open Records Act; and, are hereby charged with responsibility for compliance with that act with respect to the public records, hereinafter listed, to-wit:

County Administrator: All public records kept and maintained by the County Commission Office and the County Administrator's Office;

County Clerk: All public records kept and maintained by the County Clerk's office and all other public records not provided for elsewhere in this section,

County Treasurer: All public records kept and maintained by the County's Treasurer's Office;

County Sheriff: All public records kept and maintained by the County's Sheriff's Office;

County Attorney: All public records kept and maintained by the County Attorney's Office;

County Registrar of Deeds: All public records kept and maintained by the County Register of Deeds Office;

County Appraiser: All public records kept and maintained by the County Appraiser's Office;

County Engineer: All public records kept and maintained by the County Engineer's Office;

County Road and Bridge Director: All public records kept and maintained by the County Road and Bridge Office;

County Human Resource Director: All public records kept and maintained by the County Personnel Office;

Deputy County Administrator: All public records kept and maintained by the Planning and Zoning Department;

County Community Corrections Director: All public records kept and maintained by the Community Corrections Office;

County Health Director: All public records kept and maintained by County Health Department;

Expo Center Director: All public records kept and maintained by the Expo Center Department Office and the County Noxious Weed Office;

County Department of Senior Services Director: All public records kept and maintained by the Department of Senior Services;

County Emergency Management Director: All public records kept and maintained by the Emergency Management Office;

provided, that such record custodians shall have the duties and powers set forth in the Kansas Open Records Act; shall protect public records from damage and disorganization; shall prevent excessive disruption of the essential functions of the county; shall provide assistance and information upon request; and, shall ensure efficient and timely action in response to all written requests for inspection of public records in compliance with the procedures, herein set forth, and those established by the Kansas Open Records Act.

BE IT FURTHER RESOLVED that reasonable fees and charges for the provision of access to, or copies of, open records in possession of Saline County are hereby established as follows:

The following fee shall be assessed for the inspection and copying of open public records, subject to the provisions, hereinafter set forth.

Custodian's Research Time:

(1) When the staff time needed to respond to a records request will exceed five hours or the estimated actual cost for staff time needed to fill the request exceeds \$200, the public agency shall make reasonable efforts to contact the requestor and engage in interactive communication about mitigating costs to fill the request. The requestor is not obligated to mitigate costs.

(2) If a public agency has made reasonable efforts to contact the requestor pursuant to this section and the requestor has failed to respond by the end of the third business day, the records request will be deemed to be withdrawn until a subsequent contact has been made by the requestor to the public agency.

(3) As used in this subsection, "reasonable efforts to contact the requestor" means contacting the requestor through the means of communication that the requestor provided to be used by the agency to respond to the request.

Scan/Copies:

\$1.00 per copy for the first page and \$.25 for each additional page of a document copied to fulfill a request;

Fax or e-mail:

\$1.00 for each document copied to fulfill a request;

provided, that the custodian may assess such additional charges as may be necessary to pay mailing and handling costs accrued in responding to requests through the mail service; and provided further, that the record custodian may exercise their discretion to reduce or waive any fees or waive the necessity of a written request when it is in the public interest to do so. All fees must be paid in advance.

BE IT FURTHER RESOLVED, that due to specific kinds of documents and reports and the methods used to process these documents and reports, record custodians in individual departments may at their discretion establish separate reasonable fees, in accordance with the Kansas Open Records Act, for documents and reports unique to that department, provided the established fees are posted in full view of the public.

Duplicate receipts shall be created for each fee collected and retained for the Auditor's review during any audit of the County's financial records; and provided that all fees collected shall be transmitted no less frequently than monthly to the County Treasurer.


This Resolution supersedes Resolution No. 14-2145, which is now null and void.

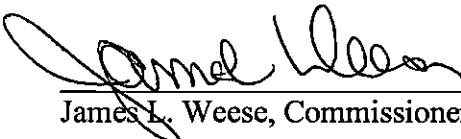
ADOPTED UNANIMOUSLY by the Board of County Commissioners of Saline County, Kansas, on this 3<sup>rd</sup> day of March, 2026, to be effective upon publication.

BOARD OF COUNTY COMMISSIONERS  
SALINE COUNTY, KANSAS

  
\_\_\_\_\_  
Monte Shadwick, Chairman

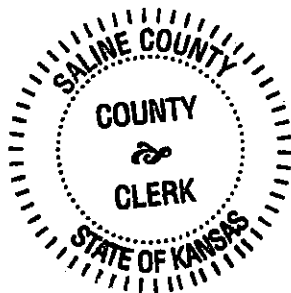
  
\_\_\_\_\_  
Annie Grevas, Vice Chairman

  
\_\_\_\_\_  
Joe Hay, Jr., Secretary

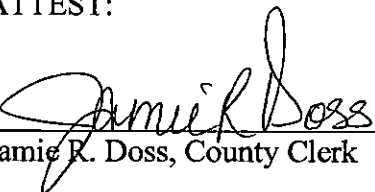
  
\_\_\_\_\_  
James L. Weese, Commissioner

  
\_\_\_\_\_  
Rodger Sparks, Commissioner

Vote:      Yea 4      Nay 0



ATTEST:

  
\_\_\_\_\_  
Jamie R. Doss, County Clerk