

## K.O.R.A/Records Request Fee Schedule

The labor of staff and the materials expended or used to search for, locate, generate, redact, print, interpret or reproduce records incurs expenses for the Sheriff's Office. Payment of any associated fees for labor and materials may be required in advance, prior to the release of records as permitted under **K.S.A. 2014 Supp 45-219(c)**.

### Fee Schedule

**1.) CD's/DVD's \$10.00 plus "Staff Time."**

**2.) Accident Reports \$5.00 base charge plus "Staff Time." \*\***

Staff Time will be charged at the rate of pay for each staff member(s)\* whose time is used in order to assist/respond or complete a specific task pursuant to an open record(s) or administrative record(s) request. This may include the time spent to access records maintained on computer facilities, review records to determine whether closure exceptions apply or the redaction of records. This time should be recorded and prorated by the ¼ hour. In the case of larger or extensive KORA requests, tasks should ideally be delegated to available staff members who have the most relevant knowledge and experience in retrieving and producing the requested information.

*\*If you were involved in the accident, incurred property damage, or a relative of someone involved in the accident, the report is free.*

*Attorneys, insurance companies, or anyone not involved in the accident, may obtain a copy of the report by submitting a \$5.00 fee.*

- Clerical time will be charged at **\$15.60/hr** prorated by quarter hour.
- Information Technology will be charged at **\$20.18/hr** prorated by quarter hour.
- Lieutenant time will be charged at **\$30.78/hr** prorated by quarter hour.
- Captain time will be charged at **\$46.76/hr** prorated by quarter hour.

*\*These are the starting/minimum hourly pay rates for the job position described in each category\**

For large or extensive document requests, such as *Business Record Subpoenas*, *Subpoenas for Criminal Defense Attorneys*, *Subpoenas for Civil Attorneys*, and so on , the Sheriff's Office may require advance payment of estimated fees prior to preparing or providing requested records.