

Public Policy Regarding Records Requests

Sumner County Emergency Communications



Custodian of Records

The SCEC Director is the official "custodian of records". At his direction, or during his absence, the official designee is the Deputy 911 Director.

Business Hours

Business hours for the custodian of records is Monday through Friday, 8 a.m. to 4 p.m. except official holidays as observed by Sumner County.

Records Available for Inspection

SCEC maintains no records that are available for inspection. The reproduction of digital and audio records however, is available upon written request with some exceptions.

- Audio records are only maintained for 1 year

Charges for Reproduction

The charge for reproducing records is as follows;

Records Research - \$27/hour
Copies of written records - \$.20/sheet
Audio records - \$1.00/disk

Submitting Requests

Record requests must be made in writing. Requests may be submitted by mail, fax, or delivered in person.

Requests should include the following information;

- Type of record requested (written, audio, etc)
- Date, Time, and Nature of Incident (being as specific as possible reduces research time)
- Name, address, and telephone of requestor
- Signature of requestor

Requests for "future" reports will not be granted.

Requests will be fulfilled no later than the third *business day* after which the request was received.

Payment

Payment is due upon receipt of records. Checks should be made payable to the "Sumner County Treasurer's Office".

For detailed information on the Kansas Open Records Act, visit the Kansas Attorney Generals website at

<http://ag.ks.gov/legalservices/open-govt>

Closed Records Not Subject to KORA

Records that are closed include, but are not limited to;

- Records pertaining to ongoing criminal investigations
- Criminal justice records obtained through KCJIS
- Records pertaining to children in need of care
- Juvenile records
- Drug abuse treatment records
- Financial information of an individual tax payer
- Mentally ill persons commitment and treatment records
- Personnel records
- Peer review records
- Social security numbers
- Records of reports of contagious disease
- Home addresses of public employees
- Information that would reveal the identity of an undercover agent or informant
- Information of a personal nature when public disclosure would constitute an unwarranted invasion of privacy
- Information that would reveal the location of a safe house or shelter
- Medical, psychiatric, psychological, alcohol or drug treatment records.
- Records pertaining to sexual assault