

## What is the Kansas Open Records Act?

The Kansas Open Records Act provides the right for any person to inspect and obtain copies of all public records, unless otherwise closed by provisions of the law.

K.S.A. 45-216(a) states *"It is declared to be the public policy of the state that public records shall be open for inspection by any person unless otherwise provided by this act, and this act shall be liberally construed and applied to promote such policy"*.

## What is considered a public record?

As defined within K.S.A. 45-217(g)(1), a public record is *"any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in possession of any public agency.."*

Common public records provided by the Marion County Clerk's office include:

- Resolutions and Proclamations
- Commission meeting minutes
- Budgets, including townships, cemetery districts, and fire districts

### Procedure to Obtain or View a Public Record

1. To view or obtain a copy of a public record, submit a written request with certification that the public record will not be used for commercial purposes, to the Freedom of Information Officer (FIO).

For your convenience, a form is available in the County Clerk's office so you can provide all the required information in one step. This form is also available on our website at [www.marioncoks.net/documents](http://www.marioncoks.net/documents).

2. For court records, please refer to [www.8thjd.com](http://www.8thjd.com), or contact the District Court Clerk's office at 620-382-2104.
3. Within three (3) business days, a County department will contact you, as required by law. K.S.A. 45-218(d)

**If the request is denied**, the 3 business day rule applies and you will be notified with a written explanation.

Reasons for denial will be specific and within the guidelines set by law.

**If the request is accepted**, Marion County may charge reasonable fees for staff time and materials required to provide access to records.

The Marion County website is a great place to find other resources and information.

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[www.marioncoks.net](http://www.marioncoks.net)

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Examples of records found on our website:

- Commission meeting Minutes and the weekly Agenda.
- Tax Levies and Budgets
- Property Ownership (Parcel Search)



For deeds, mortgages, plats, and old school records visit the **Register of Deeds** office.

For property appraisal values and trends visit the **County Appraiser's** office.

For genealogy records visit the **County Clerk's** office.

## Are all public records open to the public?

No. Some exceptions to the open records act include private information, such as:

- Personnel information
- Medical records
- Attorney-client records

K.S.A. 45-221 provides a complete list of public records not open to the public.

## Who is the local Freedom of Information Officer for Marion County?

Tina D. Spencer, Marion County Clerk

She was appointed Marion County's Freedom of Information Officer by the Board of Commissioners as stated in Resolution 13-08.

The FIO is responsible for providing materials concerning the Kansas Open Records Act and assisting public agencies and members with inquiries and disputes relating to open records.

For more information, please review the Kansas Attorney General's guidelines to the KS Open Records Act.

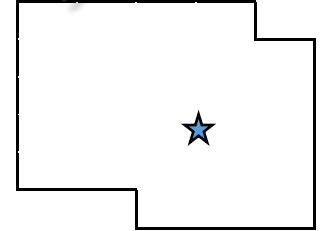


Marion County Clerk  
200 S. Third St, Suite 104  
Marion, KS 66861

Monday – Friday  
8:00am – 5:00pm

Phone: 620-382-2185  
Fax: 620-382-8815

[coclerk@marioncoks.net](mailto:coclerk@marioncoks.net)



# Guide to OPEN RECORDS

An instructional guide on the policies and procedures for obtaining copies of public records.

*Pursuant to the Kansas Open Records Act  
(KORA) K.S.A. 45-215 et seq.*

