

## **DOUGLAS COUNTY FEE SCHEDULE**

*Updated December 2024*

### **Policy adopted by the Douglas County Board of County Commissioners on June 24, 2005**

Authority to set, update and maintain a county fee schedule is delegated by the County Commission to the County Administrator or the Administrator's designee

### **Records subject to Kansas Open Records Act (KORA)**

KORA allows agencies to recover actual costs for providing access to records, copies of records and staff time for processing your request. The fees for any item outside of this fee schedule are determined by the Freedom of Information Officer and/or the relevant department.

*This schedule does not include District Court fees.*

#### **Item and Cost**

**Photo copies ... \$0.50/page**

#### **REGISTER OF DEEDS**

**Fax to local or toll-free long distance ... \$1.00/page**

**Fax to long distance with toll ... \$2.00/page**

**Microfilm (duplicate rolls) ... Current cost of reproduction by third party vendor**

**CDs ... \$2.00 media cost and packaging plus \$0.01/image**

**Plats (24x36 inch copies, paper or email) ... \$5.00**

**Staff time and assistance ... \$20.00/hour prorated by quarter hour**

#### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**24-inch custom map ... \$5.00 base charge plus staff time**

**36-inch custom map ... \$10.00 base charge plus staff time**

**Real estate (letter or ledger) with aerial image ... \$2.00**

**All published maps (i.e. precinct, districts, road maps) ... \$5.00**

**Road Map Book ... \$20.00**

**Ownership Plat Book ... \$40.00**

**Large ownership maps ... \$20.00**

**Staff time ... \$38.00/hour**

## PUBLIC WORKS

All printed and standard maps (i.e. county roads) ... \$5.00

## COUNTY COUNSELOR REVIEW

\$35/hour if the county counselor needs to review or assist with request

## SHERIFF'S OFFICE

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.) Digital media/electronic storage devices - \$5.00 plus "Staff Time."**

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

**3.) Documents copies - 50 cents per page.**

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.

## DISTRICT ATTORNEY'S OFFICE

The District Attorney's Office will work in good faith to minimize cost for the requestor. No charge for staff or attorney time will be assessed for any request requiring one hour or less to complete. All other requests will be charged at the lowest possible fee not to exceed: i. Clerical time charged at \$18 per hour; ii. General attorney time charged at \$35 per hour; iii. Supervisory attorney time charged at \$50 per hour. Fees shall be charged in advance for the provision of access to and the copying of public records and proof of identity may be requested. Fees for copies shall not exceed the actual cost of furnishing copies, including the cost of staff time required to make them or supervise the copying. Fees for providing access to computer records shall include the cost of computer services including staff time required.