



Sedgwick County...
working for you

Sedgwick County Appraiser's Office Open Records Procedure

PRINCIPAL OFFICE AND HOURS

Sedgwick County Appraiser's Office 316-660-9281
4035 E. Harry Street Fax 316-660-9284
Wichita, Ks 67218-3724

Mon-Fri. 8:00 am to 5:00 pm

except official holidays
authorized by the Board of
County Commissioners

OFFICIAL CUSTODIAN

Michael S. Borchard, CAE
Sedgwick County Appraiser

Contact Information

4035 E. Harry Street
316-660-9281

Open Records Coordinators – Appraiser's Office

Sabrina Henry
Information and Assistance Supervisor
Marc Grindstaff
Personal Property/Information & Assistance Manager
Mark Clark
Assistant Chief Deputy Appraiser (alternate)

Contact Information

4035 E. Harry Street
316-660-9268
shenry@sedgwick.gov or
mgrindst@sedgwick.gov or
mclark@sedgwick.gov

Requesting records from the Sedgwick County Appraiser's Office: The Sedgwick County Appraiser's Office will receive and act upon oral requests (telephone and voicemail) whenever possible. However, the Appraiser's Office *may require* requests to be submitted in writing, to clarify exactly what records are sought, document the request, and determine the requester's right to access (if records are restricted by law). If information is requested by letter, fax or e-mail, request must include requester's name and address, and specific information adequate to determine the records being requested. It is requested that a daytime telephone number, fax number and/email address also be included, to allow the Appraiser's Office to more easily contact the requester.

Responses by the Sedgwick County Appraiser's Office: The Appraiser's Office will act upon requests as soon as possible. Within three business days the Appraiser's Office will provide (1) records requested; or (2) a response estimating fees and information regarding the Appraiser's Office ability and plans to provide the requested records.

Excluded or restricted records: Certain public records are excluded from disclosure or restricted. If the Sedgwick County Appraiser's Office denies a request, it will provide the requester with specific reasons and citations of provisions of law that apply.

Freedom of Information Officer: The County Records Manager serves as Freedom of Information Officer. He is available to provide information about the Kansas Open Records Act (KORA) and about

County KORA compliance procedures, and to assist citizens in resolving disputes that may arise with agencies regarding open records requests. Citizens may call Record Manager at 316-660-9840 or email to kora-fio@sedgwick.gov.

FEES

Cost Center

Services Billed	Fee	Actual Charge
Staff labor to search and prepare records stored on site (Each person-hour/billed in 0.25 hrs. – Minimum \$4.50)	\$18.00/hr	
Faxing (per page/includes labor)	.50/page	
Photocopies or printouts (per page/includes labor)	.25/page	
K-64 Letters	1.00/page	
Title Quotes	.50/page	
PRC (Property Record Card)	1.00/page	
Commercial Cost Report		
Comparable Sales Report (Residential Only)		
GIS Maps & Mobile Video Images	1.00/page	
Queries/Selectabilities (Each person-hour/billed in .25 hrs – Minimum \$7.50, plus a \$15.00 set-up fee)	\$30.00/hr	
Professional Appraisal Reports:		
Bench Mark Study (CD)	\$50.00	
Cap Rate Study (CD)	\$50.00	
Hotel/Motel Study (CD)	\$50.00	
Commercial Model Reference Sheet	\$50.00	
Final Review Manual	\$50.00	
Cost Index Study	\$25.00	
Commercial/Industrial Depreciation Analysis Report	\$25.00	
Commercial Benchmark Sales Reference	\$50.00	
Commercial Sales CD	\$100.00	
Subscriber Access (DIO-Monthly Fee) (Please contact Cindy Etter 660-9860 for set-up details)	\$30.00 (per user)	

Fees may be waived by the Freedom of Information Officer for academic research or other research projects in which the County would share fully in results, or for projects that would benefit the County or the general public.

Billed to:

Mail payment to:

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