

**Principle Office:** Docking State Office Building  
915 SW Harrison Street  
Topeka, KS 66612-1588

**Office Hours:** 8 a.m. to 5 p.m. weekdays  
(except official state holidays)

**Official Custodian:** Christy Weiler

**Other Custodians:** Director of Property Valuation  
State Appraised Property Manager  
County Assistance Manager  
Technical Support Manager

**On-Line Record Fees:** *If you want to obtain property valuation records on-line through AccessKansas, visit their web site: at:www.accessKansas.org. The per record fees for obtaining records on-line are listed below:*

AccessKansas:Interactive  
Property Valuation Record \$1.00

**Programming Fees:** ***Information Services Programming - produces an electronic report***  
*(The typical fee for this type of programming is \$500.00.)*

Base Fees – Per County  
All records within a county \$100.00  
Sampling of records within a county \$25.00

Fee Per Record Listed (in addition to Base fee)  
Each Record Listed \$0.05

***PVD Staff Programming - produces a paper report***  
Base Fees - Last 2 years  
*1 to 16 Counties:* Simple Selectability report, or  
Inventory Content Sheet (ICS) \$25.00

*Statewide:* Simple Selectability report, or  
Inventory Content Sheet (ICS) \$50.00

Base Fees - 3 or more years back  
*1 to 16 Counties:* Simple Selectability report, or  
Inventory Content Sheet (ICS) \$50.00

*Statewide:* Simple Selectability report, or  
Inventory Content Sheet (ICS) \$100.00

Fee Per Record Listed (in addition to Base fee)  
Simple Selectability report \$0.05  
Inventory Content Sheet (ICS) \$0.20

***Other Requests – produces a paper report***  
*(requests other than simple selectability or ICS reports & does not require IS programming.)*  
Report (per report generated) \$5.00  
Mail charge (1<sup>st</sup> five (5) pages) \$0.40  
(additional 5-page increments) \$0.25

*An additional charge may be imposed to convert a report to a different format.*

## Policies & Requirements

**Written Request:** The agency requires any request for access or copies to be in writing so as to adequately document the request, to clarify exactly what records are sought and to determine the requester's right to access. Such written request shall state the requester's name and address, information necessary to ascertain the records to which the requester desires access and the requester's right to access. (For public records which are not confidential or may not be discretionarily closed pursuant to K.S.A. 45-221 or other law, it will be sufficient to state "Kansas open records act, K.S.A. 45-215 **et seq.**," as the requester's right to access.) Identification of records sought must be as specific as possible to aid in identifying the record sought. Requests will be honored for documents in existence at the time of the request. Documents may not be requested prospectively. Optionally, to aid in contacting the requester, a daytime telephone number should be provided.

**Request Forms:** The Kansas Department of Revenue has developed the following record request forms:

- PVD 75 Request for Copies or Access (Property Valuation Records)

A copy of this form is available on the Kansas Department of Revenue Web site at [www.ksrevenue.org](http://www.ksrevenue.org).

This form was designed to assist the requester in submitting all the necessary information so that the department can determine the requester's right to access. Written requests submitted to the department in other formats will not be denied; however, the department may need to gather additional information.

**Response Time:** The agency will act on requests as soon as possible; however, if it appears it will take some time to provide records or notification of fees is required, a response will be provided within three business days of the request, estimating fees and providing further information regarding the agency's ability and plans to provide the requested records.

**Fees – Record/Programming:** The fees were set in accordance with K.S.A. 74-2022, which authorizes the Secretary of Revenue to “fix, charge and collect fees to provide access to or to furnish copies of data constituting public records in the vehicle information processing system (VIPS), the Kansas computer assisted mass appraisal system (KS CAMA) and other electronic database systems of the department of revenue. All such fees shall be fixed in order to recover all or part of the costs incurred to operate, maintain and improve the specific electronic database system in which the data are stored or maintained, including the costs incurred to provide access to or furnishing copies of such data. The fees fixed pursuant to this section shall not be subject to the provisions of K.S.A. 45-219 and amendments thereto.”

Information requests requiring some degree of programming generally fall into two major categories: Information Services programming and PVD staff programming.

- Information Services programming is required when a statewide record search of virtually every field in one or more records must be addressed to fulfill the request. With this type of request the department expects an electronic data transfer as the form of delivery.
- PVD staff programming can be accomplished when the request can be fulfilled through preprogrammed categories called “selectabilities”. The preprogrammed

“selectability” categories were designed for appraisal purposes and provide the information usually requested by fee appraisers. With this type of request, the department expects the report to be provided in hard copy form.

The agency will provide an estimate of fees to be charged prior to providing records, and where such estimate is provided, fees actually charged shall not exceed such estimate. Since the department can not estimate the number of records any given programming request will generate, the estimate will not include the per record fee. The agency reserves the right to require any estimated charge for access to or copies of records be received before work is performed to produce the records in order to insure payment. No refunds will be issued for programming requests made in error or requests resulting in no records found.

Fees may be waived at the discretion of the Secretary of Revenue, Division Director or the Official Records Custodian. Criteria for waiver include but are not limited to the size and clarity of the request, availability of records, difficulty and time required to access the records and whether the use or distribution of the records is determined by the Secretary of Revenue or custodians to significantly benefit the Kansas Department of Revenue or the general public.

**Faxing Records & Air Express Delivery:** Generally, records may be faxed if the request is for records that are not confidential or restricted, the record consists of fewer than 15 pages and are a standard page size, and fax time and facilities are readily available at the time. Whether and to what extent records will be faxed is at the sole discretion of the custodians. If air express delivery is requested, it shall be up to the requester to pay all fees for such delivery. Payment for this service must be made directly to the delivery service.

**Internet Access:** The Kansas Department of Revenue has partnered with accessKansas to provide electronic access to records maintained by the Division of Property Valuation. To find out more about this service visit the accessKansas Web site at: [www.accesskansas.com](http://www.accesskansas.com).