



Nick Jordan, Secretary
David N. Harper, Director

Sam Brownback, Governor

Requester's Information: Instructions and Fees are provided on web page <http://www.ksrevenue.org/recrequest.html>

Requester: _____ Company: _____

Address: _____
(Street) (City) (State) (Zip)

Phone: (_____) _____ Fax: (_____) _____

Email Address: _____

Simple Query Reports: LBCS Codes and County Numbers available on web page <http://www.ksrevenue.org/recrequest.html>

LBCS Structure Codes: _____ LBCS Function Codes: _____

Number of Sale Years: _____

ALL Central Sites (circle one): Yes No

If you answered "No" to All Central Sites, please provide the county numbers requesting (up to 50 counties): _____,
_____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____,

Custom Reports: (Provide a description of the information requesting.)

Out-put median and delivery options:

How do you wish to obtain information? (circle one): E-Mail (electronic) U.S. Mail Priority Mail Fax Pick Up

Signature – Before signing this document, read this section carefully.

I do hereby certify that I will not: "(A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed of to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed." (K.S.A. 45-220(c)(2))

Signature: _____ Date: _____

The State of Kansas has 105 counties located within its boundaries. Currently 93 of those 105 counties KSCAMA data is hosted on state servers in which the state can process a KSCAMA Open Records Request against. We refer to these 93 counties as Centrally Hosted counties. The remaining 12 counties host their own data at the county level. We refer to them as Locally Hosted. Those 12 counties have to be contacted directly for a KSCAMA Open Records Request.

KSCAMA Information requests fall into two categories, Simple Query or Custom Report. The processing and charges applied depend on the type of request.

Simple Query – Requests that can be accomplished through a simple “Query” by Division staff and assume paper or email data transfer. The “Query” is mainly designed for appraisal purposes and provides the information usually requested by fee appraisers. These queries typically include 10 to 20 data fields per record. The requested data must be contained within one year of CAMA data and/or multiple years of sales data.

Custom Report – Requests that require a search and output of data for virtually every field within a record in one or more Centrally Hosted Counties. Such requests require additional programming and assume electronic data transfer. The requester may be asked to provide portable hard drive or CD/DVD for delivery of data. The requested data must be contained within one year of CAMA data and/or multiple years of sales data.

Simple Query Fees:

- a. 1 to 50 Centrally Hosted counties: The base fee for this **Query** is \$50.
- b. 51 to 93 Centrally Hosted counties: The base fee for this **Query** is \$100.
- c. Five cents is charged for each record requested (5 cents per record).

Custom Report Fees:

- a. Programming fee – varies with request – a typical request will be \$500.
- b. A base fee for virtually all CAMA records including sales data in a county is \$250 per county.
- c. A base fee for virtually all CAMA records excluding sales data in a county is \$200 per county.
- d. A base fee for virtually all sales data only in a county is \$100 per county.
- e. Five cents is charged for each record requested (5 cents per record).
- f. All fees are based on receiving data electronically. An additional charge may be imposed if paper copies are requested.

Instructions:

1. Complete the PVD – 75 KSCAMA form, including signature and date. Provide a completed form for each request.
2. Submit the completed request to the following address:
Kansas Department of Revenue
Property Valuation, Room 400N
915 SW Harrison St.
Topeka, KS 66612-1585
OR FAX: 785.296.2320
OR: send an e-mail to: pvd@kdor.ks.gov
3. All fees should be paid by check or money order. Make the check or money order payable to the “Kansas Department of Revenue/PVD”. Payment may be required prior to the release of the requested records.

If you have questions concerning how to complete the KSCAMA open records form; what data elements are contained in the record; or the fees charged in obtaining a record, call the division at 785.296.2365.

Co. #	Co. Abbr.	County	Hosted Data	Co. #	Co. Abbr.	County	Hosted Data	Co. #	Co. Abbr.	County	Hosted Data
001	AL	Allen	Central	036	GL	Greeley	Central	071	OB	Osborne	Central
002	AN	Anderson	Central	037	GW	Greenwood	Central	072	OT	Ottawa	Central
003	AT	Atchison	Central	038	HM	Hamilton	Central	073	PN	Pawnee	Central
004	BA	Barber	Central	039	HP	Harper	Central	074	PL	Phillips	Central
005	BT	Barton	Central	040	HV	Harvey	Central	075	PT	Pottawatomie	Central
006	BB	Bourbon	Central	041	HS	Haskell	Central	076	PR	Pratt	Central
007	BR	Brown	Central	042	HG	Hodgeman	Central	077	RA	Rawlins	Central
008	BU	Butler	Local	043	JA	Jackson	Central	078	RN	Reno	Local
009	CS	Chase	Central	044	JF	Jefferson	Central	079	RP	Republic	Central
010	CQ	Chautauqua	Central	045	JW	Jewell	Central	080	RC	Rice	Central
011	CK	Cherokee	Central	046	JO	Johnson	Local	081	RL	Riley	Local
012	CN	Cheyenne	Central	047	KE	Kearny	Central	082	RO	Rooks	Central
013	CA	Clark	Central	048	KM	Kingman	Central	083	RH	Rush	Central
014	CY	Clay	Central	049	KW	Kiowa	Central	084	RS	Russell	Central
015	CD	Cloud	Central	050	LB	Labette	Central	085	SA	Saline	Local
016	CF	Coffey	Central	051	LE	Lane	Central	086	SC	Scott	Central
017	CM	Comanche	Central	052	LV	Leavenworth	Central	087	SG	Sedgwick	Local
018	CL	Cowley	Central	053	LC	Lincoln	Central	088	SW	Seward	Central
019	CR	Crawford	Central	054	LN	Linn	Central	089	SN	Shawnee	Local
020	DC	Decatur	Central	055	LG	Logan	Central	090	SD	Sheridan	Central
021	DK	Dickinson	Central	056	LY	Lyon	Central	091	SH	Sherman	Central
022	DP	Doniphan	Central	057	MN	Marion	Central	092	SM	Smith	Central
023	DG	Douglas	Local	058	MS	Marshall	Central	093	SF	Stafford	Central
024	ED	Edwards	Central	059	MP	McPherson	Central	094	ST	Stanton	Central
025	EK	Elk	Central	060	ME	Meade	Central	095	SV	Stevens	Central
026	EL	Ellis	Local	061	MI	Miami	Local	096	SU	Sumner	Central
027	EW	Ellsworth	Central	062	MC	Mitchell	Central	097	TH	Thomas	Central
028	FI	Finney	Local	063	MG	Montgomery	Central	098	TR	Trego	Central
029	FO	Ford	Central	064	MR	Morris	Central	099	WB	Wabaunsee	Central
030	FR	Franklin	Central	065	MT	Morton	Central	100	WA	Wallace	Central
031	GE	Gearry	Central	066	NM	Nemaha	Central	101	WS	Washington	Central
032	GO	Gove	Central	067	NO	Neosho	Central	102	WH	Wichita	Central
033	GH	Graham	Central	068	NS	Ness	Central	103	WL	Wilson	Central
034	GT	Grant	Central	069	NT	Norton	Central	104	WO	Woodson	Central
035	GY	Gray	Central	070	OS	Osage	Central	105	WY	Wyandotte	Local

Hosted Data:

CENTRAL – KSCAMA data can be requested from state or county

LOCAL – KSCAMA – data must be requested from the county

Source: Property Valuation Division

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 Form: PVD 75 – KSCAMA Request for Copies or Access (Property Valuation Records)

PVD 76 – Abstract Request for value, tax and levy data (Property Valuation Records)

The forms are available on the Kansas Department of Revenue web site at: <http://www.ksrevenue.org/recrequest.html>.

These forms were 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: In accordance with K.S.A. 74-2022 the Secretary of Revenue, in conjunction with the Division of Property Valuation has established the following fee schedule for data contained in the Kansas computer assisted mass appraisal system (KSCAMA System).

K.S.A. 74-2022 States in part: Electronic databases fee fund; access fees for department of revenue information; disposition of funds. (a) The secretary of revenue is hereby authorized to fix, charge and collect fees to provide access to or to furnish copies of data constitution public records in 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 provision of K.S.A. 45-219 and amendments thereto.

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't always estimate the number of records any given programming request will generate, the estimate may 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.

Published Records: The Kansas Department of Revenue has made numerous reports and publication available on to the public on the Internet. The web address is: <http://www.ksrevenue.org>.