



## Open Records Procedure

Sedgwick County Appraiser's Office Phone 316-660-9261  
271 W. 3rd St. N. Suite 501 Fax 316-660-9284  
Wichita, Kansas 67202-1223

**Office Hours Mon-Fri. 8:00am to 5:00pm**  
except official holidays authorized  
by the Board of County Commissioners

### Official Custodian

Deanna Aspedon, AAS, RMA  
County Appraiser

### Contact Information

271 W. 3rd St. N. Suite 501  
316-660-9261

### Open Records Coordinators – Appraiser's Office

Sabrina Henry  
Information and Assistance Supervisor  
Nancy Delgado  
Office Manager  
Deanna Aspedon  
County Appraiser (alternate)

316-660-9268  
[sabrina.henry@sedgwick.gov](mailto:sabrina.henry@sedgwick.gov) or  
316-660-5445  
[nancy.delgado@sedgwick.gov](mailto:nancy.delgado@sedgwick.gov) or  
316-660-9276  
[deanna.aspedon@sedgwick.gov](mailto:deanna.aspedon@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 (FIO). The FIO 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](mailto:kora-fio@sedgwick.gov).

Services Available	Fee	Delivery Method
Staff labor to search and prepare records stored on site (Each person-hour/billed in 0.25 hrs. – Minimum \$12.00)	\$48.00 (per hr)	Electronic / Paper
Photocopies or printouts (per page/includes labor)	.25/page	Paper
Comparable Sales Report (Residential Only)	Free of charge	Electronic / Paper
Cost Valuation Report (CVR)	Free of charge	Electronic / Paper
Property Record Card (PRC)	Free of charge	Electronic / Paper
Economic Unit Summary (EUS)	Free of charge	Electronic / Paper
Tangible Personal Property Return (Rendition)	Free of charge	Electronic / Paper
Personal Property Valuation Notice	Free of charge	Electronic / Paper
Residential Sales and Valuation Data for Hearing Preparation	Free of charge	Electronic / Paper
Sales Validation Questionnaire	Free of charge	Electronic / Paper
Real Property Valuation Notice	Free of charge	Electronic / Paper
Real Property Sketches	Free of charge	Electronic / Paper
Payment Under Protest Application	Free of charge	Electronic / Paper
Tax Exemption Application	Free of charge	Electronic / Paper
Tax Grievance Application	Free of charge	Electronic / Paper
Request for Access to Public Records	Free of charge	Electronic / Paper
Residential Monthly Sales Data (restricted access pursuant to K.S.A. 79-1437f)	\$12.00 per .25 hrs, plus a \$15.00 set-up fee	Electronic
Data Queries / Selectabilities	\$12.00 per .25 hrs, plus a \$15.00 set-up fee	Electronic
Commercial Bench Mark Study	.25/Copied Page or Free of Charge for Electronic Document	Compact Disc/Paper

Commercial Capitalization Rate Study	.25/Copied Page or Free of Charge for Electronic Document	Compact Disc/Paper
Hotel/Motel Capitalization Rate Study	.25/Copied Page or Free of Charge for Electronic Document	Compact Disc/Paper
Commercial Model Reference Sheet	.25/Copied Page or Free of Charge for Electronic Document	Compact Disc/Paper
Commercial Final Review Manual	.25/Copied Page or Free of Charge for Electronic Document	Compact Disc/Paper
Commercial Benchmark Sales Reference	.25/Copied Page or Free of Charge for Electronic Document	Compact Disc/Paper
Commercial/Industrial Depreciation Analysis Report	.25/Copied Page or Free of Charge for Electronic Document	Compact Disc/Paper
Subscriber Access (DIO - Monthly Fee)	\$30.00 (per user)	e-mail subscriberaccess@sedgwick.gov for set-up details

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.

Mail payment to:

Sedgwick County Appraiser's Office  
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