



OPEN RECORDS REQUEST FORM

CONTACT INFORMATION

Name: \_\_\_\_\_
Business/ Organization Name: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
Fax: \_\_\_\_\_

RECORDS REQUESTED

Please provide an itemized list of documents to be requested. Please be as specific as possible. Please add pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request the records in the following format:

- \_\_\_\_\_ Original format (fee: non-commercial use \$.10 per page over 25 pages, payable in advance)
\_\_\_\_\_ Electronically through email (if available)
\_\_\_\_\_ Electronically on disc (fee: non-commercial use \$3.00 per disk, payable in advance)
\_\_\_\_\_ Onsite Inspection

Preferred Method of Delivery

- \_\_\_\_\_ I wish to pick up records
\_\_\_\_\_ I wish to have the records mailed to address listed above

Purpose of Request

- \_\_\_\_\_ Non-Commercial
\_\_\_\_\_ Commercial

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Records requests must be delivered in person, mailed, faxed, or emailed to Melissa Kramer, City Clerk.
Mail: 8100 Ewing Blvd., Florence, KY 41042; Fax: (859)647-5411; Email: melissa.kramer@florence-ky.gov.

\*\*OFFICIAL USE ONLY\*\*

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_
Records Sent/Picked Up: \_\_\_\_\_ Payment: \_\_\_\_\_

1. All applicants must complete a copy of the Open Records Request Form. The Open Records request form is available online or in hard copy from the City Clerk. Questions may be directed to the City Clerk at (859)647-8177.
2. The City Clerk is the official custodian of city records, and responsible for the maintenance and safe-keeping of all permanent records. According to KRS 61.872, a public record is open to inspection by any person, unless exempted by the terms of the Open Records Act or some other statute or law. Anyone who wishes to inspect any city records must complete an Open Records Request form and submit to the City Clerk's office. This form can be received by the City Clerk via email, mail, or dropped off at the Florence Government Center during regular office hours (Monday through Friday 8:30 a.m. to 5:00 p.m.). Requests should be itemized and described as clearly as possible. A determination will be made within three (3) working days from the date of the application (excepting Saturdays, Sundays, and legal holidays) regarding approval of the request, and applicant will be notified of the decision within the three (3) day period in one of the following ways.
  - a. The City Clerk may grant the request and provide the information.
  - b. The City Clerk may deny the request but must provide the reason for denial.
  - c. The City Clerk must respond that the request will take longer than three (3) days to grant.
3. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.
4. During inspection, all records shall be re-assembled by the applicant in the order in which the records were originally filed. If copies are removed from clips or bound folders, these documents shall be replaced in their original order in a neat and orderly fashion. No Person shall remove original copies of public records from this office without the written permission of the Official Custodian.
5. Copies of records are available for the following charges, payable in advance:
  - a. Non-commercial document requests \$0.10 per page over 25 pages.
  - b. Non-commercial computer disks \$3.00 per disk.
  - c. Non-commercial flash drive \$5.00 per USB.
6. Commercial requests, special requests, or those requested in a non-standardized format may be subject to higher fees taking into account loss of staff time and actual cost of reproduction. All fees will be noted prior to copying and documents provided when fees are remitted to the City Clerk.
7. Only items listed on the Open Records Request form will be provided.