



REQUEST TO INSPECT PUBLIC RECORDS

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 et. seq., the undersigned requests to inspect the public records which are described below.

Requestor's contact information.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Records to be inspected:

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

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

Statement regarding the use of public records. KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- [ ] NOT for a commercial purpose; or
- [ ] FOR a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- [ ] An individual residing in the Commonwealth; or
- [ ] A domestic business entity with a location in the Commonwealth; or
- [ ] A foreign business entity registered with the Kentucky Secretary of State; or
- [ ] An individual that is employed and works at a location within the Commonwealth; or
- [ ] An individual or business entity that owns real property within the Commonwealth; or
- [ ] An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- [ ] A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

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](mailto:melissa.kramer@florence-ky.gov).

1. Only residents of the commonwealth as defined by KRS 61.878(10) may request public records. Any request must include a statement that the individual is a resident of the commonwealth.
2. All applicants must complete a copy of the Open Records Request Form or submit a request in writing. 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.
3. 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 five (5) 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 five (5) 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 five (5) days to grant.
4. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.
5. 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.
6. 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 \$20.00 per USB.
7. 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.
8. Only items listed on the Open Records Request form will be provided.