

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.

Requester’s contact information.

Name:

Mailing Address:

E-mail Address (if applicable):

Records to be inspected:

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:

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. *See* 40 KAR 1:040.

OPEN RECORDS REQUEST POLICY

The City of Bardstown will, in accordance with KRS 61.870 through KRS 61.884, provide for the inspection of nonexempt public records which are in the possession of the City of Bardstown to any resident of the State of Kentucky.

The official custodian of the City of Bardstown's records is the City Clerk and the principle office is located at:

220 North Fifth Street, Bardstown Kentucky 40004

Requests to inspect public records can be made during the City of Bardstown's normal hours of operation: **8:00 A.M. to 4:30 P.M. Monday – Friday.** *The office will be closed for most legally recognized holidays.*

Copies of records must be requested and paid for in advance by cash, check, money order or credit card. A convenience fee of at least 3.5% will be added if a credit card is used. The fee for records is outlined below:

\$0.10 per page for paper copies, plus postage

\$1.65 per CD for reproductions in electronic format, plus postage.

\$9.00 per USB flash drive for reproductions in electronic format, plus postage.

*Note: CD and USB delivery requires media mail service postage with an additional charge of \$3.49.

The following procedure shall be followed in order to inspect a public record:

1. Per KRS 61.872(2)(a), all requests for copies or review of public records must be submitted as a written application signed by the applicant, and with his or her name printed legibly on the application, describing the records to be inspected. The applicant must provide a statement in the written application of the manner in which the applicant is a resident of Kentucky under KRS 61.870(10)(a) to (f). The written application may be sent electronically to openrecords@bardstowncable.net. Emailed requests for records must include a mailing address for the records. Applications may also be mailed, faxed or hand delivered to the Office of the City Clerk, 220 North Fifth Street, Bardstown KY 40004, between 8:00 a.m. and 4:30 p.m., Monday through Friday, except holidays.
2. The official custodian or City Attorney of the City of Bardstown shall respond to the request within five (5) business days, excluding Saturdays, Sundays, and legal holidays. *KRS 61.880(1)
3. The City of Bardstown's written response will include one of the following statements:
 - A. A statement of whether the City of Bardstown will comply with the request.
 - B. A statement denying the request with the specific exception that authorizes the City of Bardstown to withhold the record and an explanation of how the specific exception applies to the record withheld.
 - C. A statement with the name and location of the official custodian of the appropriate agency (if known) when the open records request has been made to the wrong agency.
 - D. If the records are not currently available, the City of Bardstown will provide a statement with the place, time, and date for inspection. If the records cannot be provided within five (5) days, a written statement will be provided with a detailed explanation for the delay and indicate the earliest time in which the records will be available for inspection.
4. Copies of nonexempt public records may be obtained at a reasonable fee, which is not to exceed the actual cost of reproduction, unless it is for a commercial purpose. In addition, postage may be charged when necessary. Reproductions of nonexempt public records, at the request of the applicant, may be provided in either paper or electronic format. However, the custodian for the City of Bardstown is not required to convert paper records into electronic format.