

PUBLIC RECORDS INSPECTION REQUEST FORM

1 Name of Applicant _____ Phone _____

Address _____

2 Specific Public Records Requested _____

3 The above records are available for immediate inspections _____ Yes _____ NO

4 The above records are not available for immediate inspection and may be reviewed within three business days from receipt of request, per KRS 61.870-61.884

at _____ on _____ at _____
(place) (date) (time)

*The above delay is due to *active use of requested records

*Records are in storage and must be located

*Records are not otherwise available

*Other (specify) _____

5 This request for inspection is denied due to the following reason (s):

*The records requested are exempted by law from mandatory disclosure

*The request places an unreasonable burden on the custodian in producing voluminous public records

6 I have received the above requested records and understand that I may make abstracts of or have copies made, but may not remove originals these public records from this room

Signature of Applicant _____ Date _____

7 Public records copied

Number of pages copied _____ @ .10 cents each Total Due: _____

*City Council and Board Members not required to pay the above fee, per Municipal Order #02-05

Signature of Custodian of Records
