

PUBLIC RECORDS INSPECTION APPLICATION
CITY OF MT. STERLING
33 N. Maysville Street
Mt. Sterling, KY 40353
Telephone: 859-498-8725 Fax: 859-498-8727
(KRS CH. 61)

1) REQUEST:

IS THE INFORMATION REQUESTED TO BE USED FOR COMMERCIAL PURPOSE? ____ *YES
____ NO

Commercial purpose is the direct or indirect use of any part of a public record, 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.

Name: _____ Telephone No.: _____

Address: _____ City/State/ZIP: _____

Request to Inspect the Following Public Records (Be Specific):

(If more space is needed, use back of this form or provide attachment)

Request for copies: ____ YES, I agree to pay \$0.15 (b/w)/ \$0.25 (color) per page for copies of the above requested records.
____ NO

Applicant's Signature: _____

2) RECEIPT OF REQUEST:

This application received by the Office of: () City Hall () Police Dept

DATE: _____ TIME: _____ A.M./P.M.

Signature of Person Receiving Application: _____

Request forwarded to: _____ / _____ A.M./P.M.
Name/Department Date/Time

3) RESPONSE TO REQUEST:

This section to be completed by person responding to request.

() The public records requested are available for inspection in the Office of City Hall and may be viewed or copies received on _____ at _____ A.M./P.M.

() The public records requested are ____ not available at this time OR ____ inspection is denied for the following reason(s):

() Comments: _____

Signature of Notifier

Date/Time Applicant Notified of Response

Kentucky Open Records Act – Request

What is the Kentucky Open Records Act

The Kentucky Open Records Act (KRS 61.870 to KRS 61.884), or KORA, provides access to public records that, by law, are not exempt from disclosure. For more information on the act, visit the Kentucky Office of the Attorney General Website at <http://ag.ky.gov>

What are public records?

Public records are those materials prepared, owned, used, possessed, maintained or retained by state and local government agencies that must be open for public inspection unless the records are excluded by any of the 14 exemptions in the Kentucky Open Records Act. Public agencies are not required to compile information or to answer questions, but to provide only specific records responsive to a request. For more information on the 14 exemptions and other KORA information, visit the Kentucky Office of the Attorney General Website at <http://ag.ky.gov>

Is there a cost for records?

There is a charge of \$0.15 per released (b/w) page and \$0.25 per released (color) page.

Non-commercial recordings, CD's DVD's \$5.00 per copy

Non-commercial flash drive \$10.00+ depending on size

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 the actual cost of reproduction.

The applicant shall also be charged for any postage costs incurred by the City and said expense must be pre-paid.

What is the timeframe for a response to my request?

State law requires a written request to an open records request be issued within five days (excluding weekends and legal holidays). The five-day time frame begins the day after receipt of the request. For more information, go to <http://ag.ky.gov/civil/orom/> and click on "Protecting Your Right to Know".

How do I request a public record?

To request copies of or inspect public records, you must make a written request to the Official Custodian of Records. Sign the request, print your name, and describe the records (be specific) you wish to inspect or obtain copies of. Please include your address and phone number. Mail, fax or hand deliver your request to City of Mt. Sterling, Official Custodian of Records at the following address:

City of Mt. Sterling
Attn: Open Records
33 N. Maysville Street
Mt. Sterling, KY 40353
Phone: 859-498-8725
Fax: 859-498-8727

Business Hours:
Monday – Friday
8:00 a.m. – 4:00 p.m.
Lobby Hours:
Monday - Friday
9:00 a.m. – 3:00 p.m.

Note: Records generally are not available at the time a request is submitted.

