



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): _____

Phone Number: _____

Records to be inspected (use separate page if needed):

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-organization as defined in KRS 189.638(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.

Return completed request to the address listed below or cityclerk@crestviewhills.com.



OPEN RECORDS POLICY

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. "Residents of the Commonwealth" include individuals residing in the Commonwealth, domestic business entities with a location in the Commonwealth, foreign business entities registered with the Kentucky Secretary of State, individuals employed and are working at a location in the Commonwealth, and any individual or business entity representing one of these residents. Additionally, newsgathering organizations which are specifically defined in KRS 189.635(8)(b) may also request to inspect public records.
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)341-7373.
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 Kentucky Open Records Act or other statute or law. Anyone who wishes to inspect any city records must complete an Open Records Request form and submit it to the City Clerk's office. This form can be received by the City Clerk via email, mail, or dropped off at the Crestview Hills City building 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 may deny part of a request, or may make redactions, with a provided reason for the partial denial or redaction.
 - d. The City Clerk shall respond to an open records request within five (5) business days from the date it was received. If the record cannot be produced within five business days, then the City Clerk shall notify the requestor in writing and provide an explanation for the delay and provide a date on which the record will be available.
4. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.
5. The City is not under an obligation to provide information in response to a request for information or to compile information or create a record that otherwise does not already exist. The City will honor requests for identified and identifiable public records.
6. If the City is asked to produce a record in a format other than the format in which it maintains the record, or to tailor the format to meet a specific request, the City may at its option provide the requested format. In that event though the City may recover staff costs, as well as any actual costs it incurs.
7. A requestor shall have the option for on-site inspection or receipt of copies through the mail or e-mail. If records are not kept or stored in electronic format the City has no obligation to convert



them from paper format to electronic.

8. During inspection, if chosen by the applicant and approved by the applicable City official, 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 Crestview Hills' offices without the written permission of the Official Custodian.
9. 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 flash drive \$20.00 per USB.
10. Commercial requests, special requests, or those requested in a non-standardized format may be denied or subject to higher fees that take into account the loss of staff time and actual cost of reproduction. All fees will be noted prior to copying documents to be provided to the applicant/requestor.
11. Only items listed on the Open Records Request form will be provided.