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Description automatically generatedLewis County KentuckyTop of Form

OPEN RECORDS REQUEST FORM

**Section 1. Contact Information**

\* First Name \* Last Name

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\* Street Address

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

\* City \* State \* Zip Code

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

E-Mail Address

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

**Section 2. Statement of Residency**

*I certify that I am a resident of Kentucky because I am (check one):*

\* Select

-- Select an Option –

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

* Individual residing in the Kentucky
* Foreign business registered with the Secretary of State
* Individual/business owning real property in Kentucky
* News-gathering agency (defined in KRS 189.635 (8)(b) 1 a.to e)
* Domestic business with location in the Kentucky
* Individual employed and working in Kentucky
* Authorized to act on behalf of an entity listed above

**Section 3. Records Requested**

Please provide an itemized list of documents to be inspected. Please be as specific as possible.

\* Text Area

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

**Section 4. Format of Records**

I request the records in the following format (Choose One)

*Please note that for hard copies, electronic copies on disc and hard copies mailed, a copy charge and postage will be applied and is due prior to documents being released.*

\* Format of Records (Choose One)

* Onsite Inspection - Original Format if available
* Receive Copies Electronically through E-mail (If available electronically)
* Receive Document(s) Electronically on Disc (if available electronically) via mail
* Hard copies via mail
* Hard copies to be picked up at Administration Building

You must choose at least one option

\* Purpose of Request

* Non-Commercial Purpose
* Commercial Purpose

You must choose at least one option

\* Date Submitted

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

\* By checking this box I certify that all information is accurate to the best of my knowledge.

* I certify this information

You must choose at least one option

Open Records - Important Information

Pursuant to HB 312 (2021) and codified in part in KRS 61.870, effective June 29, 2021, only residents of the Commonwealth may request to inspect public records. The definition of resident includes individuals and businesses living operating and working within the Commonwealth, as well as, news-gathering organizations

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 in writing of the decision within the five (5) day period. If the request is denied, a statement will be provided citing the statutory exception for the denial. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.

Records will be made available consistent with open records statutory requirements. For records requested to be inspected, a time shall be coordinated with the requester with the notification of the approval of the request. All records reviewed shall be re-assembled by the applicant in their original order. 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.

Copies of records are available for the following charges, payable in advance:

a) Non-commercial document requests $ .10 per copy

b) Non-commercial recordings, computer disks, tapes $5.00 per copy

For non-commercial requests, if record is available in digital format and has been specifically requested to be sent via e-mail, the County will accommodate this request at no charge. For records requested to be copied, placed on a disc and/or mailed, the charge (@ $ .10 per copy; $5.00 per disc and actual cost of postage) will be noted with the approval notification letter and copies or disc provided and/or mailed when the copy/disc/ postage fee is remitted and received by the Fiscal Court Clerk.

Commercial requests, special requests, or those requested in a non-standardized format shall 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 Fiscal Court Clerk.

Submit

Submission is disabled until all form errors have been corrected.

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