



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): _____

Use of Public Records: KRS 61.870(4) defines "commercial purpose" as "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.

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 has been authorized to act on behalf of an individual or business entity listed above; or
- A news-organization as defined in KRS 189.635(8)(b) 1a. to e.

Signature: _____ Date: _____

Return completed request to City Clerk, 616 Poplar Street, Bellevue, KY 41073 or mary.scott@bellevueky.org

Response to Request Record(s) requested were available at time of request.

- Record(s) requested are available for inspection at the City Building
Date: _____ Time: _____ am or pm
- Records are not available at this time for the following reason(s):
 - Records are in active use
 - Records are in storage and must be located
 - Other _____

If additional time is necessary in order to provide the records you have request, the Office of the City Clerk has five (5) working days to respond to your request. Copies are .10 cents per page. If access to the records is denied, the reason is stated below. Appeal for denial can be filed with the Kentucky Attorney General's Office.

Signed: _____ Title: _____ Date: _____