

CITY OF BELLEVUE
ADMINISTRATIVE REGULATIONS GOVERNING
INSPECTION OF PUBLIC RECORDS

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the City of Bellevue, Kentucky are open for inspection to the following "Residents of the Commonwealth" as defined in KRS 61.870(10):

1. An individual residing in the Commonwealth
2. A Domestic Business entity registered with the Kentucky Secretary of State
3. A Foreign Business entity registered with the Kentucky Secretary of State
4. An individual that is employed and works at a location within the Commonwealth
5. An individual or business entity that owns real property within the Commonwealth
6. An individual or business entity that has been authorized to act on behalf of individual or business entity listed above
7. A news gathering organization as defined in KRS 189.635(8 (b)1a. to e

The City Clerk is the official custodian of the public records of the City of Bellevue. Requests to inspect public records may be emailed to sam.shelton@bellevueky.org, sent by mail or submitted in person to the Clerks office at 616 Poplar St., Bellevue, KY 41073 (City Building), from 8am to 4:30pm, Monday through Friday, except holidays (business days). A "Request to Inspect Public Records" form is available on the City's website at: <https://bellevueky.org/> or at the City building upon request. The form is not required; however, the request must be in writing and include:

1. Name of Requestor
2. A statement that the Requestor is resident of the Commonwealth (list type above)
3. Telephone Number
4. Mailing address
5. E-mail address
6. Detail of records to be inspected and if the records should be emailed, mailed, or faxed.
7. Request for copies of records
8. Signature of the individual requesting the records
9. Whether the records requested are to be used for a commercial purpose

The City will respond within five (5) business days with the records or of any reason the records are not available or if additional time is needed to gather the records for reasons such as the volume of records requested.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, for a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage to alter the record.

Samuel D. Shelton
Assistant City Administrator

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Phone: 859-292-4220