

JEFFERSON COUNTY CLERK'S OFFICE
REQUEST TO INSPECT PUBLIC RECORDS PURSUANT KRS 61.872(2)

DATE: _____

Name of Requestor: _____

Precisely describe records to be inspected (use additional pages if necessary): _____

In House Inspection Date and time for Inspection: _____
(Mon.-Fri., between 8:00am-4:30pm)

(OR)

Number of copies of each document requested @ 10¢ a page: _____

ALL REQUESTS FOR COPIES MUST BE RECEIVED BY AGENCY PRIOR TO FILLING ORDER

Enclosed \$ _____ Check Money Order (Make checks payable to Jefferson County Clerk's Office)

Signature

Company

Address

Phone

AGENCY DISPOSITION

The following disposition was made of the above request: _____

Signature of Agency Custodian OR Designee

Amount Received (OR) Returned

Date

Please mail or fax Open Records Request form to
Sue Toole, Executive Director
Jefferson County Clerk's Office
701 West Ormsby Avenue, Suite 302
Louisville, KY 40203
Facsimile 502-574-8144

**JEFFERSON COUNTY CLERK'S OFFICE
OPEN RECORDS RULES AND REGULATIONS
JANUARY 01, 2017**

PRINCIPAL OFFICE: Jefferson County Clerk's Administration Office
527 West Jefferson Street Room 105
Louisville, KY 40202

REGULAR OFFICE HOURS: Monday through Friday; 8 a.m. to 4:30 p.m. EST

CUSTODIAN OF RECORDS: Sue Toole, Executive Director
701 West Ormsby Ave, Suite 302
Louisville, KY 40203
Fax: 502-574-8144

FEE CHARGED FOR COPIES: \$.10 per page; No fee for inspection of public records

PROCEDURES TO BE FOLLOWED IN REQUESTING PUBLIC RECORDS:

Request to inspect records: The request should be made to the official custodian of the public agency's records, Sue Toole, Executive Director. The custodian requires the request be in writing, signed by the requestor and with the requestors name printed legibly on it, precisely describing the records for which the requester wants to inspect or receive a copy. The request may be hand-delivered, mailed or sent via facsimile to the agency at the above location. The agency is not required to honor emailed open record requests. Public inspection will be permitted during regular office hours. Public agencies may use a preprinted request form but cannot require use of the form or demand more information on the form than the statute allows (requestor's name printed legibly, signature, and description of records).

Response to request: The public agency's official custodian must respond to the request in writing within three days, excluding Saturdays, Sundays, and legal holidays. If the request is denied, the response will include a statement of the specific exception which authorizes the agency to withhold the record, and a brief explanation of how the exception applies to the record withheld. The response must be issued by the official custodian or under their authority.

Records not available: If the record requested is in active use, in storage, or not otherwise available, the public agency must notify the requestor in writing and indicate a place, time and date for inspection not to exceed three days from the receipt of the request. If the record cannot be retrieved within three days, the agency must notify the requestor in writing and provide a detailed explanation of the cause for the delay. The agency must also state the earliest date on which the record will be available.

Overly burdensome request: The public agency may refuse to permit inspection, or mail copies, if the request places an unreasonable burden on the agency in producing records or if the custodian believes that repeated requests are intended to disrupt the agency's essential functions. Refusal for either of these reasons will be supported by clear evidence.

Copies of records: A requestor has the right to obtain copies of all nonexempt public records upon payment of a reasonable fee, including postage where appropriate. The agency may require prepayment for copies of records. Nonexempt public records must be made available for copying in either standard electronic or standard paper format, depending on the requestor's wishes, if the agency maintains the records in both formats. If the agency maintains the records in paper format only, it must make the records available in paper format. Agencies are not required to convert paper format records to electronic format or to compile information or to create a document that does not already exist in response to an open records request.