

**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 @ 50¢ a page:

\_\_\_\_\_ **ALL REQUESTS FOR COPIES MUST BE RECEIVED BY**  
Enclosed \$ \_\_\_\_\_ Check  Money Order  (Make checks payable to Jefferson County Clerk's  
Office) **AGENCY PRIOR TO FILLING ORDER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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**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 Frank Friday, Government Affairs Executive  
Jefferson County Clerk's Office  
200 South Fifth Street, Room 420  
Louisville, KY 40202  
Facsimile 502-584-3203  
Email [ffriday@jeffersoncountyclerk.org](mailto:ffriday@jeffersoncountyclerk.org)

**JEFFERSON COUNTY CLERK'S OFFICE  
OPEN RECORDS RULES AND REGULATIONS  
JANUARY 01, 2018**

**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:** Frank Friday, Government Affairs Executive  
200 S. Fifth Street, Suite 400 South  
Louisville, KY 40202  
Fax: 502-584-3202

**FEE CHARGED FOR COPIES:** \$.50 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, Frank Friday, Government Affairs Executive. 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, emailed or sent via facsimile to the agency at the above location. 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 five 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.

**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: [REDACTED]

Mailing Address: [REDACTED]

E-mail Address (if applicable): [REDACTED]

Records to be inspected:

[REDACTED]

**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-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: [REDACTED] Date: [REDACTED]