

The Kentucky Open Records Act  
Procedures for  
The City of Campbellsville

The City of Campbellsville in compliance with the Open Records Act, KRS 61.870-61.884 hereby establishes guidelines for the procedures to be followed in the request of public records, whether stored in a computer or on paper.

Effective June 29<sup>th</sup>, 2021, HB 312 amends KRS 61.880(1): a public agency must respond to a request to inspect records within **five (5)** business days. Saturdays, Sundays, and legal holidays do not count.

Also effective June 29<sup>th</sup>, 2021, **only residents of the Commonwealth may request to inspect public records.** *Residents* are defined to include individuals and businesses living, operating, and working within the Commonwealth, as well as news-gathering organizations. Thus, a person submitting a request to inspect public records must include a statement that the person making the request is a resident of the Commonwealth. A public agency may deny a request to inspect records that does not include such a statement. KRS 61.872(2)

The City of Campbellsville will only accept Open Record Requests that are signed by the requester, with their name, address and contact information clearly printed. All requests must be clearly described.

Requests may be delivered in person or mailed to City Hall at 110 South Columbia Ave, Ste. B, Campbellsville, Ky. 42718, or emailed to: [cary.noe@campbellsville.us](mailto:cary.noe@campbellsville.us). KRS 61.876(1)(b) KRS 61.872(2)(a).

All requests for copies of records will be charged .10 cents per page and \$5.00 for any CD's, plus the cost for mailing. All payments must be received prior to the release of information.

There is no fee for inspecting public records.

**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): \_\_\_\_\_

Records to be inspected:

\_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. See 40 KAR 1:040.