

OPEN RECORDS REQUEST

HOW DO I REQUEST OPEN RECORDS?

1. Print and fill out the Request for Open Records form
2. Submit the form to the City Clerk by either:
 - Dropping off the form at City Hall (302 Center Street, New Haven, KY 40051)
 - Mailing the form to City Hall, C/O City Clerk (P.O. Box 98, New Haven, KY 40051)
 - Scanning the completed and **signed** form and attaching it in an email to joanie.corbin@newhavenky.org

TIPS FOR FILING THE OPEN RECORDS REQUEST FORM:

- Fill out the entire form, including name, date, address, phone number, description of the record, and signature. Be sure your handwriting is easily readable.
- Avoid phrasing the “description of records” as a question, but rather, reference the specific record you’re looking for. For example, “how much are the city’s employees paid?” will be denied, but “please produce copies of the city’s payroll records” will be honored unless the requested records are exempt.
- When applicable, provide a date range. Many departments retain records that go back for decades. You’re more likely to receive the information you’re looking for if you can narrow down the time period the record was produced or used.
- The city will not honor email requests, unless there is a scanned completed and signed Request for Open Records form attached to the email.

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.

Phone *

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.