

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 openrecords@spectrum.net

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.

**RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF
THE CITY OF NEW HAVEN**

Pursuant to KRS 61.870 to 61.84, the public is notified that the public records of the City of New Haven are open for inspection by any Resident of the Commonwealth, as defined in KRS 61.870, on written application to the City of New Haven. The City of New Haven's business address is 302 Center Street, New Haven KY 40051. Regular business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished, upon request, by the custodian of records. The designated custodian of the records for the City of New Haven is the City Clerk/Treasurer. Assistance in completing the application form will be provided by a City of New Haven employee upon request.

Please direct all open records requests on the proper application form to:

City of New Haven
Attn: Joanie Corbin, City Clerk/Treasurer
Records Custodian
P.O. Box 98 / 302 Center Street
New Haven, KY 40051
openrecords@spectrum.net
502.549.3177

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

An applicant within the county may be required by City of New Haven to inspect the public records described in the written application within the office of the City of New Haven during regular business hours. Suitable facilities will be made available for exercise of this right. At no time shall any applicant remove public records from the offices of the City of New Haven.

Copies of written material in the public records of this agency shall be furnished to any person requesting them for a non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economical process not likely to damage or alter the record. All costs are required to be paid in advance of receiving the copies. Any requestor that resides outside of the county requesting mailed copies shall also pay the cost of postage for mailing such copies in advance of the receipt of the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the City of New Haven stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the City of New Haven. The contract shall state the fee required by the City of New Haven to produce copies to be used for a commercial purpose.

Adopted
7/15/21

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: _____