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**PUBLIC RECORDS REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**SPECIFIC DESCRIPTION OF RECORDS REQUESTED OR TO BE  
INSPECTED**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the information requested be used for a commercial purpose?

(check one) \_\_\_\_\_ YES \_\_\_\_\_ NO

Signature: \_\_\_\_\_

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FOR OFFICE USE ONLY

Request Approved by: \_\_\_\_\_

Number of Copies \_\_\_\_\_ @ .10 each      Total Amount Due: \_\_\_\_\_

Received by: \_\_\_\_\_      Date: \_\_\_\_\_

# **OPEN RECORDS POLICY**

## **City of Walton**

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the City of Walton:

All requests for inspection of public records of the City of Walton shall be submitted to the City Clerk, 40 N. Main Street, P.O. Box 95, Walton, KY 41094, on the form provided by the City.

Requests may be submitted by mail, facsimile 859-485-9710, email [twilhoite@cityofwalton.org](mailto:twilhoite@cityofwalton.org) or in person. The form must contain a specific description of the records requested. If the records requested are for commercial use, a certified statement provided by the City stating the commercial purpose for which the records will be used must be completed by the requestor.

### **Public Records Inspection**

Non-exempt public records may be inspected during regular office hours, 8:00 a.m. to 4:30 p.m., prevailing time, Monday through Friday, except for City holidays, provided that the City receives a written application therefor on the form provided by the City, by hand delivery, mail or facsimile, which specifically describes the records to be inspected, and signed by the applicant, with the name of the applicant legibly printed thereon.

If the public record is in active use, in storage or not otherwise available, the official custodian shall immediately notify the applicant and shall designate a place, time and date for inspection of the public records, not to exceed three (3) days from the receipt of the application, unless a detailed explanation of the cause is given for further delay and the place, time and earliest date on which the public records will be available for inspection is specified.

### **Copying of Public Records**

Copies of public records are available upon the receipt by the City of a written request therefor on the form provided by the City, and the advance payment of any required postage and a fee of \$0.10 per page plus costs of the media and any mechanical processing cost incurred for copies for non-commercial purposes, and a fee for copies for commercial purposes of the total of both:

(1) the cost to the City of media, mechanical processing and staff required to produce a copy of the public record or records, and (2) the cost to the City of the creation, purchase or other acquisition of the record to be copied, as determined by the City Clerk.

### **Exempt Records**

Certain records are not public records. Those which are not public are specified in KRS 61.878 and other state law or rulings of the Attorney General or Courts. The City of Walton will not make those exempted records available for public inspection.