

OPEN RECORDS POLICY

City of Walton. Kentucky

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

All requests for inspection of public records of the City of Walton shall be submitted in writing to the official custodian of the City's records, City Clerk Rebecca McClure, at the City's principal office, 40 N. Main Street, P.O. Box 95, Walton, KY 41094, rmcclure@cityofwalton.org, 859-485-4383, and may be submitted on the form provided by the City.

Requests may be submitted by written application by any resident of the Commonwealth of Kentucky, signed by the applicant and with his or her name printed legibly on the application, by: mail at the above address, facsimile 859-485-9710, email rmcclure@cityofwalton.org, or hand delivered in person. The application must contain a specific description of the records requested. The applicant shall provide a statement in the written application of the manner in which the applicant is a resident of the Commonwealth under *KRS 61.870(10)(a) to (g)*. 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 by any resident of the Commonwealth of Kentucky 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 as set forth above.

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 five (5) business 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; and the cost of mailing (if mailed).

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.