

## NOTICE

### **RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE CITY OF OWENTON**

Pursuant to KRS §61.870 to 61.884, City of Owenton public records are open for inspection on written application to Anna Kemper, City Clerk and Official Custodian, at 220 South Main Street Owenton, Ky 40359 ([anna.kemper@cityofowentonky.us](mailto:anna.kemper@cityofowentonky.us)) during normal business hours each week, excluding holidays. Application forms for the inspection of public records of this agency will be furnished, on request, to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Requests can be submitted by U.S. Mail, Fax, or email and should be itemized and described as clearly as possible by the applicant.

Only residents of the commonwealth as defined by KRS 61.870(10) <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=51390> may request public records and any request must include a statement that the individual is a resident of the commonwealth.

Upon receipt of a written request, the City Clerk's Office will respond within five (5) working days. If the records requested are open for public disclosure the city will either provide copies of the requested records or set a time when a requestor may inspect the requested records. If the set time is not convenient for the requestor, the City Clerk's Office will attempt to coordinate a new inspection time convenient to all parties, but it may exceed five working days. If the requested record is not open for public disclosure the city will notify the requestor and provide the exception to the Open Records Act under which the request falls.

Applicants requesting copies of public records for a commercial purpose (KRS §61.874) <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=23061> shall provide a certified statement to the City of Owenton stating the commercial purpose for which the records shall be used and shall be required to enter a contract with the City. The contract shall state the fee required by the City to produce copies of the commercial purpose record.

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 non-written 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 economic process not likely to damage or alter the record.

The applicant shall be charged for any postage costs incurred by the city. Postage and copy costs shall be prepaid for any request to be mailed.

No person shall remove original copies of public records from this office without the written permission of the Official Custodian.

During inspection, all records shall be re-assembled by the applicant in the order in which the records were originally filed. If copies are removed from clips or bound folders, these documents shall be replaced in their original order in a neat and orderly fashion.