

OPEN RECORDS POLICY

City of Owensboro

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 Owensboro:

- A. All requests for inspection of public records of the City of Owensboro may be submitted to the Administration Department, City Clerk, 101 East Fourth Street, P.O. Box 10003, Owensboro, KY 42302-9003, or to the following persons, who are the custodian of records of their department:

Finance & Support Services Department
Director
101 East Fourth Street
P.O. Box 10003
Owensboro, KY 42302-9003

Police Department
Chief of Police
222 E. Ninth Street
Owensboro, KY 42303

Fire Department
Fire Chief
512 W. Ninth Street
Owensboro, KY 42301

Public Works Department
Director
1410 W. Fifth Street
Owensboro, KY 42301

Requests may be sent by mail or submitted in person. The request must be in writing and include the following information:

1. Name, mailing address and telephone number of the individual requesting to inspect the records.
 2. The specific record(s) the requestor wishes to inspect or to receive a copy of.
 3. Whether the records are requested for commercial or noncommercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used.
- B. The Office of the City Clerk is the official custodian of all records of the City of Owensboro. Office hours normally are from 8:00 a.m. until 5:00 p.m., local time, Monday through Friday, except for recognized holidays and other times as may be established by the City Clerk for the efficient operation of the City Clerk's Office.
1. Upon receipt of a written request, the City Clerk's Office will respond within three (3) working days. If the records requested are open for public disclosure the City will either set a time when a requestor may inspect the requested records or provide copies of 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 three (3) working days. If the requested record is exempted from public disclosure the City will notify the requestor and provide the exception to the Open Records Act under which the request falls.
 2. For public records requested in standard format for noncommercial purposes, the City Clerk may, at her discretion, charge ten (\$.10) cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, the City Clerk may charge postage fees. The City will not charge for staff time required to reproduce records for noncommercial use. Any fees shall be paid before copies are made.
 3. For public records requested for commercial purposes, the City may require the requestor to enter into a contract which will include the fees charged by the City. The City will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.
- C. Certain records are not public records. Those which are not public are specified in federal and state law or rulings of the Attorney General or Courts. The City of Owensboro will not make those exempted records available for public inspection.