

PUBLIC RECORDS INSPECTION POLICY
City of Owensboro, 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 be followed by the City of Owensboro:

- A. All requests* for inspection of public records of the City of Owensboro may be submitted in person at City Hall, 101 East Fourth Street, mailed to: City Clerk, 101 East Fourth Street, P.O. Box 10003, Owensboro, KY 42302-9003; emailed to OpenRecords@owensboro.org; or faxed to 270-687-8585. Requests for Police or Fire Department may be submitted to the respective department.

Police Department
222 E. Ninth Street
Owensboro, KY 42303

Fire Department
512 W. Ninth Street
Owensboro, KY 42301

*The request must be in writing and include the following information:

1. Name, mailing address, email address (if applicable), and request date.
 2. The specific record(s) of which the requestor wishes to receive a copy or inspect.
 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.
 4. Provide a statement regarding residency:
 - (a) An individual residing in the Commonwealth;
 - (b) A domestic business entity with a location in the Commonwealth;
 - (c) A foreign business entity registered with the Secretary of State;
 - (d) An individual that is employed and works at a location or locations within the Commonwealth;
 - (e) An individual or business entity that owns real property within the Commonwealth;
 - (f) An individual or business entity that has been authorized to act on behalf of an individual or business entity defined in paragraphs (1) to (e) of this subsection; or
 - (g) A news-gathering organization as defined in KRS 189.635(8)(b) 1.a. to e.
- B. The Office of the City Clerk (270-687-8552) is the official custodian of all records of the City of Owensboro. Office hours are normally Monday-Friday from 8:00 a.m. until 5:00 p.m., local time, 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 five (5) business days. If the records requested are open for public disclosure the requestor may inspect the requested records or be provided copies of the requested records. 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. 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.



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: [Redacted]

Mailing Address: [Redacted]

E-mail Address (if applicable): [Redacted]

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: [Redacted] Date: [Redacted]