

CC#: \_\_\_\_\_

DOCUMENT/RECORDS INSPECTION REQUEST FORM  
DEPARTMENT OF CODES & REGULATIONS

Address of Property Requested for Review: \_\_\_\_\_

Name(s): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Is this request for commercial purposes? If yes, please provide below a statement as to the commercial purpose.

\_\_\_\_\_

\_\_\_\_\_

*(The cost of copies for commercial purpose may be subject to additional fees)*

Please describe the records requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Inspection of public documentation shall only be made in the presence of authorized personnel of the Department of Codes & Regulations.

Copies of releasable public documents will be provided at a cost of ten cents (\$.10) per page, plus additional mailing costs, if any. Make checks payable to: Metro Finance.

**Approval Review/For Department Use Only**

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

Supervisor/Manager \_\_\_\_\_ Date: \_\_\_\_\_

Approved for review/disclosure of information

Forwarded to IPL Assistant Director for Approval Review

IPL DEPARTMENT:  Approved for Release  Released Denied

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

LAW DEPARTMENT:  Approved for Release  Released Denied

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

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

Reason(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Copies @ .10 cents per copy + \_\_\_\_\_ Mailing Cost= \$ \_\_\_\_\_ Charged

## Open Records Request

### The Kentucky Open Records Act- KRS 61.870-61.884

Free and open examination of public records is in the public interest and the exceptions provided for by KRS 61.878 or otherwise provided by law shall be strictly construed.

### What is considered an Open Records Request?

KRS 61.870(2) and the Open Records Act define public records as the following:

“All books, papers, maps, photographs, cards, tapes, discs, diskettes, recording, software, other documentation regardless of physical form or characteristic, which are prepared, owned, used, in the possession of or retained by a public agency”

### What is the procedure for obtaining an open record?

To obtain an open records request you must make a written request to the Departments Custodian of Records, Shonda Barlow. Your request can be made by writing a statement informing our department of the records you wish to review or completing the attached open records form. Include in your request the specific address or addresses in question. Giving specific information of the material you are looking for will allow your material to be available expeditiously. This form can be emailed to shonda.barlow @ louisvilleky DOT gov. Or you can fax or mail the form to our office. Please send to the attention of Shonda Barlow.

### What material is exempt from an open records request?

1. Records of law enforcement agencies or agencies involved in administrative adjudication that were compiled in the process of detecting and investigating statutory or regulatory violations, if the disclosure of the information would harm the agency (KRS 61.878(1)(g)).
2. Preliminary drafts, notes and correspondence with private individuals other than correspondence that is intended to give notice of final action of a public agency (KRS 61.878 (1)(h)).
3. Preliminary recommendations and preliminary memoranda in which opinions are expressed or policies are formulated or recommended (KRS 61.878 (1)(j)).
4. All public records or information the disclosure of which is otherwise prohibited by federal law or regulation, and public records or information the disclosure of which is prohibited or restricted or otherwise made confidential by an enactment of the General Assembly (KRS 61.878 (1)(j&k)).

### How long will it take to receive the open records request?

KRS 61.880(1) requires the decision to deny or to grant the requested information within three working days after the request is made (weekends and holidays are not included).

If additional time is needed to retrieve requested information, the Custodian of Records must inform you of this within the three day period.

### What is the cost?

The fee for regular 8 ½ X 11 inch paper is \$.10. Larger copies like blueprints will be charged at actual cost. KRS 61.874(3)