

Request for Inspection of Public Records Under KRS 61.870 to 61.884



METRO Parks

Louisville Metro Parks makes records available for public inspection in compliance with Kentucky's Open Records Act. To submit an Open Records request, you may use the form below to submit your request. You are not required to use this form, but your request must be made in writing.

For more information about your right to review public records, please visit the website of the Commonwealth of Kentucky's Attorney General at <http://ag.ky.gov/civil/orom/> and review the publication titled "Protecting Your Right to Know."

* = required information

Name * : _____

Address * : _____

City/State/Zip * : _____

Phone Number: _____

Email address: _____

Please specifically describe the records you wish to inspect, providing as much information about the records as possible * :

(Attach additional pages if necessary.)

Is this request commercial in nature? * Yes No

If yes, describe the manner in which the records will be used (*any commercial use must be stated, per KRS 61.874*) :

If you prefer that copies of public records be mailed to you, rather than made available for your inspection at our office during regular business hours, you will be charged a fee of 10¢ per printed page, plus mailing costs.

Fees will vary for requests that are commercial in nature, or for non-standard records such as photographs and maps

YES, I want copies of these records mailed to me, and I will pay a reasonable fee to cover the agency's photocopying and mailing costs.

*Signature **

*Date of request **

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three working days after receipt of a request for inspection of any reason the records requested are not available for public inspection.

You may submit this form to the Metro Parks Administrative Offices in Joe Creason Park (1297 Trevilian Way), fax it to 502/456-8111, or mail it to:

Public Information Officer
Louisville Metro Parks
PO Box 37280
Louisville KY 40233-7280