

Franklin County Fiscal Court

321 West Main Street
Frankfort, Kentucky 40601
502/875-8751
502/875-8755 (fax)

| | |
|---------------------|-------|
| For Office Use Only | |
| Received by: | _____ |
| Review (Initial) | _____ |
| Cost/Paid | _____ |
| Disposition | _____ |

Request for Public Records (Open Records Act)
KRS 61.870 to 61.884

Instructions: Complete items I., II., III. and IV.
Franklin County Government will review and respond within the time permitted by law.

I. Applicant Information

Name: _____

Address: _____

City, State, Zip _____

Date of Request: _____

Day Phone: _____

Evening Phone: _____

Time: _____

II. Specific Public Record(s) Requested

III. Method in which I want to receive/review/inspect requested records:

- I want to inspect records at 321 West Main Street.*
- I want copies sent via first class mail (payment must be made in advance).**
- I will pick up copies, please call me at _____
- Other _____ (please specify)

*I understand that I may make abstracts or have copies made, but may not remove these public records.
 **Copies are 10 cents per page. Make check payable to Franklin County Treasurer.

IV. Signature of Applicant _____ **Date** _____

V. The above records are available for immediate inspection and may be reviewed at:

_____ on _____, 20__ at _____ a.m./p.m.
(place) (date) (time)

VI. The above records are not available at this time, but may be inspected at:

_____ on _____, 20__ at _____ a.m./p.m.
(place) (date) (time)

VII. The delay is due to:

- Active use of requested records.
- Records are in storage and must be located.
- Records are not otherwise available.
- Other _____

VIII. The request for inspection is denied due to the following reason(s):

- The records are exempted by law from mandatory disclosure;
- The request places an unreasonable burden on the custodian in producing voluminous copies.
- Other reason(s), specify: _____

IX. () The requested records have been sent, reviewed or inspected.

Signature of Custodian _____ **Date** _____