

CITY OF HURSTBOURNE ACRES

P.O. BOX 24004

Louisville, Kentucky. 40224

OPEN RECORDS REQUEST FORM

Person requesting records: _____ Date: _____

Complete Address: _____

Email: _____ Phone: _____ Fax: _____

I request to inspect and/or copy the following documents:

Choose your preferred method of receiving documents (check the box and choose only one):

- ¹ Electronic (email) if responsive material is less than 9MB (free) – SEE NOTE BELOW:
¹ By checking this box requesting record transmittal via email, I acknowledge that City of Hurstbourne Acres emails are not encrypted and that information exchanged via email may therefore be compromised in transmittal, and I authorize the City to transmit the requested records to me via unencrypted email.
- USB Flash Drive (\$3.00 fee per flash drive or new blank flash drive in exchange)
- Paper Copies (\$0.10 fee per page); Number of copies of each requested record: _____

Please Note the Following:

- Payment is expected at the time the records are picked up or prior to mailing. As permitted by KRS §61.872(3)(b), no hard copies of requested records will be mailed until all payments, including any shipping charges, have been received.
- If the requestor chooses to receive records via email and the responsive material is more than 9MB, at the City’s discretion, the records may be produced via USB Flash Drive instead and mailed to the requestor; fees for the USB Flash Drive (\$3 each) and shipping, will apply and must be received prior to shipping.
- Additional fees may apply if the requested records are to be used for commercial purposes; see KRS §61.870(4), §61.874 and §61.8745.

**DELIVER IN PERSON OR MAIL TO:
City of Hurstbourne Acres
1916 Hurstbourne Circle
Louisville, Kentucky. 40220**

CITY OF HURSTBOURNE ACRES

OPEN RECORDS POLICY

It is the policy of the City of Hurstbourne Acres to comply with Kentucky Revised Statutes 61.870, et. seq., otherwise known as the “Kentucky Open Records Act.” Pursuant to said Act, the City of Hurstbourne Acres has adopted the following procedure for applicants requesting official City documents:

1. Review KRS 61.870, et. seq., to determine if what you are requesting is open to public review. Please note that the Open Records Act applies to DOCUMENTS not information. A request seeking an answer to a question will be denied. A request seeking a document that may reflect an answer to a question will be approved if not exempt pursuant to KRS Chapter 61.
2. Submit a written request to the official custodian of records specifically describing the requested records. A request for police department documents shall be made to the Chief of Police. Any other request shall be made to the City Clerk. Please see www.hurstbourneacres.org for the official Open Records Request form.
3. The City will respond within three (3) business days advising whether the request will be approved or denied. If approved, the applicant will be informed of the cost of copying the requested documents. Upon payment of the cost, the applicant shall receive the documents. The cost per sheet of paper shall be \$0.10. The cost of a USB Flash Drive shall be \$3.00 or a new blank flash drive in exchange. An applicant may also request to inspect the documents and not receive copies. If this request is made, the applicant will be advised of the day, time, and location that said inspection may take place.
4. An applicant may request an electronic response. If the documents are of a nature that they may be transmitted via email, the applicant will be charged a cost equal to the actual cost of reproduction and transmission.
5. Should an applicant make a request for a “commercial purpose” as defined by KRS 61.870, said applicant shall be charged a fee pursuant to KRS 61.874(4).
6. Should the official custodian question the legality of a request, said custodian shall seek the advice of the City Attorney.
7. Any party aggrieved by the denial of an Open Records Request, may appeal the decision to the Kentucky Attorney General.