



Legal Department & Office of City Clerk
1700 Greenup Ave., Rm. 403
P.O. Box 1839
Ashland, KY 41105

OPEN RECORDS REQUEST

Pursuant to the Kentucky Open Records Act, KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

Requestor Information (please print legibly):

Name: _____

Mailing Address: _____

E-mail Address: _____

Best Contact Phone: _____

- Preferred Delivery: Email (no cost) U.S. Mail (10 cents per page, plus Postage cost)
 Pick Up (10 cents per page) On-Site Inspection (8:30 am to 5:00 pm M-F, except holidays)

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.

You may hand deliver or mail your request to the City of Ashland or e-mail to smaddix@ashlandky.gov.

Signature: _____ Date: _____

*** AGENCY USE ONLY ***		
Received by: _____	Date: _____	Time: _____
Response Sent Date: _____ (Email) (US Mail) (Pick Up) (On Site Inspection)		