

Open Records Request Form

Please complete the below form for a submitted Open Records Request to the City Clerk office. Once received the clerk will send a response and begin to process.

If you are requesting on behalf of **Commercial Use**, you'll need to file a Certified Statement Kentucky Revised Statutes §61.874 (4)(b). Kentucky Revised Statutes §61.874(4)(c) provides, in addition, that the City is entitled to charge a fee when records are requested which will be used for a commercial purpose, a fee which will include the cost to the City of mechanical processing and staff time required to locate, produce, and copy the public records in question, together with the cost to the City of the creation, purchase, or other acquisition of the public records.

Newly enacted legislation amends the Kentucky Open Records Act to extend the time from three to five days for a public agency to either produce records or provide requesters written notice of whether it will provide the documents. But wait, cities had 10 days under Senate Bill 150, adopted by the 2020 Kentucky General Assembly. **Senate Bill 150** temporarily extends the deadline for open records response or production to 10 days and remains in effect during the state of emergency. It does not amend the Kentucky Open Records Act. Conversely, **House Bill 312** permanently amends the Act.

Effective June 28, 2021, KRS 61.880 is amended to extend the deadline for open records response or production from three to five business days. Saturdays, Sundays, and legal holidays do not count for the purpose of calculating the deadline.

First Name:

Last Name:

Business/Company Name*

Is this for commercial use?

Yes No

Address*


Street Address: City:

State: Zip Code:

Phone Number:

Email:

I do hereby request to inspect the following public records in accordance to KRS 61.884 which allows for the inspection of public records upon written application.



Email this form to mitzi.kasitz@shivelyky.gov