



Greg Brockman, Mayor
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Ken Little, City Administrator / ABC
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Megan Simpson, City Clerk/Treasurer
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NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE

CITY OF DRY RIDGE

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above-named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to Megan Simpson (City Clerk/Treasurer), official custodian of the public records of the City of Dry Ridge whose address is 31 Broadway, Dry Ridge, Kentucky 41035 from 8 a.m. to 5 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished or can be printed at www.cdrky.org. Assistance in completing the application form will be provided by an employee on request. Email requests for records should be sent to megan.simpson@cdrky.org and should include a mailing address and email address *per HB 312 KRS 61.872(2)(a)*.

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 five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection. *Per HB 312 that amends KRS 61.880(1) as of June 30, 2021.*

Per HB 312 beginning on June 29, 2021, only residents of the Commonwealth may request to inspect public records. The definition of "resident" will be codified at KRS 61.870(10), but it includes individuals and businesses living, operating, and working within the Commonwealth, as well as news-gathering organizations. Thus, effective June, 29, 2021, a person submitting a request to inspect public records must include with the request a statement that the person making the request is a resident of the Commonwealth. A public agency may deny a request to inspect records that does not include such a statement. See KRS 61.872(2).

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

UPDATED This the 1st day of July, 2021.

Greg Brockman, Mayor

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Request to Inspect Public Records

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

Requester's contact information.

Name: _____

Mailing Address: _____

E-mail Address (if applicable): _____

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.

Signature: _____ Date: _____

Pursuant to KRS 61.876(4) the Office of Attorney General has promulgated by administrative regulation this form. See KAR 1:040.