

**CITY OF BURKESVILLE, KENTUCKY
OPEN RECORDS REQUEST
PURSUANT TO KRS 61.870 – 61.884**

Open records requests must be presented to the City Clerk (Official Custodian), in writing, on this form. The City Clerk, or a designee of, will determine within three (3) working days whether it is feasible and/or possible to comply with any request to inspect records and notify the requestor of records of said decision. Official records may be inspected in the conference room at City Hall, 214 Upper River Street, during regular business hours. No marking utensils of a permanent nature are allowed in the room while inspecting city documents. Pencils and note paper are permitted.

INFORMATION REQUESTED (Please be specific):

1. _____
2. _____
3. _____
4. _____
5. _____

(Please Use the Back of this Form if More Space is needed)

REQUESTED BY:

NAME (PLEASE PRINT): _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE: _____ DATE: _____

FOR OFFICE USE ONLY BELOW THIS LINE

DATE RECEIVED: _____

RECEIVED BY (SIGNATURE): _____

OPEN RECORDS DETERMINATION: _____

DATE REQUESTOR NOTIFIED: _____

NOTIFICATION MADE BY: _____

ALL OTHER NECESSARY NOTES: _____
