



## **OPEN RECORDS REQUEST**

Public Records Requests may be submitted in person or by mail to:

***Tammy Wilhoite, City Clerk***

***1843 Bristow Drive***

***Union, KY 41091***

***859.384.1511***

***Or by email to: [twhilhoite@cityofunionky.org](mailto:twhilhoite@cityofunionky.org)***

## OPEN RECORDS POLICY

1. All applicants must complete a copy of the **Standardized Open Records Request Form**.
2. Request Form shall be submitted to the Custodian of Records, 1843 Bristow Drive, Union, Kentucky 41091 during regular office hours (Monday through Friday, 10:00 a.m. to 4:00 p.m.) or by email to [twhilhoite@cityofunionky.org](mailto:twhilhoite@cityofunionky.org). **Requests should be itemized and described as clearly as possible by the applicant.**
3. A determination will be made within five (5) working days from the date of the application (excepting Saturdays, Sundays, and legal holidays) regarding approval of the request, and applicant will be notified of the decision within the five (5) day period in one of the following ways:
  - a) The Custodian of Records may grant the request and provide the information.
  - b) The Custodian of Records may deny the request but must provide the reason for the denial.
4. Certain Items may be excluded in whole or part if they contain exempted information (Refer to Kentucky Open Records & Open Meetings Acts).
5. During inspection, all records shall be re-assembled by the applicant in the order in which the records were originally filed. If copies are removed from clips or bound folders, these documents shall be replaced in their original order in a neat and orderly fashion.
6. No person shall remove original copies of public records from this office without the written permission of the Official Custodian.
7. Copies of records are available for the following charges, payable in advance:
  - a) Non-commercial document requests \$0.10 per copy
  - b) Non-commercial recordings, computer disks, tapes \$5.00 per copy
8. Commercial requests, special requests, or those requested in a non-standardized format may be subject to higher fees taking into account loss of staff time and actual cost of reproduction.
9. The applicant shall also be charged for any postage costs incurred by the City.
10. Individuals who submit an Open Records Request and live in Boone County must pick up their requested information at the Union City Building, at which time they will be charged a fee of \$.10 per copy.
11. Individuals who live outside of Boone County can have their requested information mailed to them. They must pay \$.10 per copy and postage prior to their request being mailed.
12. Only the items listed on the Open Records Request form will be provided.