



CITY HALL

P.O. Box 323 BURGIN, KY 40310

859-605-6952

RULES AND REGULATIONS PERTAINING PUBLIC RECORDS

A request for public records of the City of Burgin may be obtained by submitting a written application on either the standardized form or any other form which shall contain the following information:

1. Name of the requesting party
2. Physical address and email address of the requesting party
3. Description of the documents requested
4. State whether request is for a commercial purpose
5. Statement as to how the requesting party is a qualifying resident of the Commonwealth of Kentucky (either resides within the Commonwealth, is a domestic business entity with a location in the Commonwealth, is foreign business entity registered with the Secretary of State, is an individual employed and works at a location within the Commonwealth, is an individual or business entity that owns real property within the Commonwealth, is an individual or business entity authorized to act on behalf of an individual or business entity qualifying, or, is a news-gathering organization as defined in KRS 189.635)
6. Signature of the requesting party

The request form may be submitted to the City Clerk as official custodian of the records at 117 S Maple St /PO Box 323, Burgin, Kentucky, 40310, or emailed to astewart@cityofburgin.com 859-605-9652.

The standardized form that may be utilized to request public records is attached hereto.

The City shall determine within five (5) business days from receipt of the request in which to appropriately respond.

City of Burgin

"A Friendly Little City"

CITY HALL
P.O. Box 323 BURGIN, KY 40310
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OPEN RECORDS REQUEST FORM

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: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE #: _____

- Is this request for commercial purposes? Yes No

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.

- 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.

RECORDS REQUESTED:

SIGNATURE: _____

REQUEST DATE: _____

AMOUNT DUE: \$ _____

(\$0.10 PER PAGE-MUST BE PAID PRIOR TO DELIVERY/PICKUP)

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