City of Edgewood
385 Dudley Road
Edgewood, KY 41017
Telephone: 859-331-5910 - Fax: 859-331-5912

REQUEST FOR PUBLIC RECORDS

Name:_____ Phone:_____

Address:_____

Email: _____

Record(s) Requested (Please be specific): _____

_____

_____

It is unlawful for a person to obtain a copy of any part of a public record for a commercial purpose without stating the commercial purpose. If this records request is being used for commercial purposes, the City of Edgewood requires the requester to submit a Certified Statement stating the commercial purpose for which they shall be used, and may require the requestor to enter into a contract with the agency. Cost - .25 per page.

Purpose: _____ Non-Commercial Use _____ Commercial Use

If for Commercial Purpose please state purpose: _____

_____

Cost for Non-Commercial Use - $.10 per page Total Due: _____
Cost for Commercial Use - $.25 per page Total Due: _____
Cost for records on CD - $5 per CD Total Due: _____

Signature: _____ Date: _____

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Response to Request

( ) Record(s) requested were available at time of request.
( ) Record(s) requested are available for inspection at City Hall
Date: _____ Time: _____ AM or PM
( ) Records are not available at this time for the following reason(s):
( ) Records are in active use
( ) Records are in storage and must be located
( ) Other _____

If additional time is necessary in order to provide the records you have requested, the Office of the City Clerk has 3 working days to respond to your request. If access to the records is denied, the reason is stated below. Appeal for denial can be filed with the Kentucky Attorney General's Office.

_____
_____

_____ _____ _____
SIGNED TITLE DATE