



# CITY OF EDGEWOOD

WHERE EVERY DAY IS A WALK IN THE PARK

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## Open Records Policy

1. Only residents of the commonwealth as defined by KRS 61.878(10) may request public records. Any request must include a statement that the individual is a resident of the commonwealth.
2. Any request must include a statement that all applicants must complete a copy of the Open Records Request Form. The Open Records Request Form is available online or in hard copy for the City Clerk. Questions may be directed to 859-331-5910.
3. The City Clerk is the official custodian of city records, and is responsible for the maintenance and safe-keeping of all permanent records. According to KRS 61.872, a public record is open to inspection by any person, unless exempted by the terms of the Open Records Act or some other statute or law. Anyone who wishes to inspect any city records must complete an Open Records Request Form and submit it to the City Clerk's office. This form can be received by the City Clerk via email, mail or dropped off at the Edgewood City Building during regular office hours (Monday through Friday 8:am – 6:pm). Request should be itemized and described as clearly as possible. A determination will be made within five (5) business working days from the date the application is received. The applicant will be notified of the decision within the five (5) day period in one of the following ways:
  - a. The City Clerk may grant the request and provide the information.
  - b. The City Clerk may deny the request but must provide the reason for denial.
  - c. The City Clerk may respond that the request will take longer than five (5) days to grant.
4. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.
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. No person shall remove original copies of public records from the office without the written permission of the official custodian.
6. Copies of records are available for the following charge, payable in advance:
  - a. Non-commercial document requests \$0.10 per page.
  - b. Non-commercial computer disks \$5.00 per disk.
  - c. Non-commercial flash drive \$20.00 per USB.
7. 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. All fees will be noted prior to copying and documents will be provided when fees are remitted to the City Clerk.
8. Only items listed on the Open Records Request form will be provided.