



Open Records Policy City of Madisonville

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the City of Madisonville.

A. All requests for inspection of public records of the City of Madisonville may be submitted to the City Clerk, 67 N. Main Street, Madisonville, Kentucky 42431.

Requests may be sent by mail or submitted in person. The request must be in writing and include the following information:

1. Name, mailing address and telephone number of the individual requesting to inspect the records.
2. The specific record(s) the requestor wishes to inspect or to receive a copy of.
3. Whether the records are requested for commercial or noncommercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used.

B. The Office of the City Clerk is the official custodian of all records of the City of Madisonville. Office hours are normally from 8:00 a.m. until 4:00 p.m., local time, Monday through Friday, except for recognized holidays and other times that may be established by the City Clerk for the efficient operation of the City Clerk's Office.

1. Upon receipt of a written request, the City Clerk's Office will respond within three (3) working days. If the records requested are open for public disclosure the City will either set a time when a requestor may inspect the requested records or provide copies of the requested records. If the set time is not convenient for the requestor, the City Clerk's office will attempt to coordinate a new inspection time convenient to all parties, but it may exceed three (3) working days. If the requested record is exempted from public disclosure the City will notify the requestor and provide the exception to the Open Records Act under which the request falls.
2. For public records requested in standard format for noncommercial purposes, the City Clerk may, at her discretion, charge ten (\$.10) cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any postage fees. The City will not charge for staff time required to reproduce records for noncommercial use. Any fees shall be paid before copies are made.
3. For public records requested for commercial purposes, the City may require the requestor to enter into a contract which will include fees charged by the City. The City will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.

C. Certain records are not public records. Those which are not public are specified in federal and state law or rulings of the Attorney General or Courts. The City of Madisonville will not make those exempted records available for public inspection.

**CITY OF MADISONVILLE, KY
OPEN RECORDS REQUEST FORM**

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

SPECIFIC RECORD(S) REQUESTED (Indicate whether you are requesting copies or to review the records. If this is not indicated it will be assumed you are requesting copies.)

Select one: This must be completed.

Request is for noncommercial **OR** commercial purpose.

I hereby certify the information provided in this request is true and accurate.

Signature

Printed Name

A PERSON WHO VIOLATES KRS 61.874 (INDICATING WHETHER RECORDS ARE REQUESTED FOR COMMERCIAL OR NONCOMMERCIAL PURPOSE) SHALL BE LIABLE TO THE CITY FOR DAMAGES, COSTS, AND PENALTIES TO THE AMOUNT ESTABLISHED BY LAW

Return completed application to:

City Clerk, PO Box 705

Madisonville, KY 42431

FAX: 270-824-2158

Call 270-824-2101 for additional information. Emails are not accepted.

FOR CITY USE ONLY

Date Received: _____ BY: _____

Latest date to respond: _____ Date responded: _____

FEES CHARGED:

Photocopies _____

Media _____

Postage _____

Staff* _____

Other _____

Total _____

*Only for commercial requests