

## NOTICE

### RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE CITY OF MIDDLETOWN, KY

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Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the City of Middletown, Kentucky are open for inspection by any person on written application to Deborah Columbia, City Clerk, official custodian of the public records of the City of Middletown, Kentucky whose address is 11803 Old Shelbyville Road, Middletown, KY 40243 from 8:30 a.m. to 5:00 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished, on request, to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them for a non-commercial purpose, on payment of a fee of ten (10) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the City of Middletown stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the City. The contract shall state the fee required by the City to produce copies of the commercial purpose record.

Adopted per Chapter 35: Public Records Middletown Code of Ordinances