



OPEN RECORDS REQUEST FORM OFFICE OF THE CITY CLERK

Name: _____

Address: _____

Telephone: _____

Signature _____ Date _____

Be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Preferred Delivery: Pick Up Mail On Site Inspect

Payment Method: Cash Check Money Order

Fees: Paper Copies - \$0.10 per page CD's - \$2.00 per CD

Delivery: Postage fees additional depending upon delivery type.

City Clerk: If any part of request cannot be delivered in three business days, detail reason here: _____

✓ Date & Time records provided: _____

✓ Custodian Signature: _____

✓ Received by: _____ Date & Time _____

Important Notice: The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

525 High Street, Paris, Kentucky 40361
Phone (859) 987-3653 • Fax (859) 987-4640
Email: ssettles@paris.ky.gov

Requesting Access to Government Records Under the Kentucky Open Records Act (KRS 61.870 to KRS 61.884)

1. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours, by mail, fax or email to the City Clerk. Your request is not considered filed until the City Clerk has received a completed request form. If you submit the request form to any other officer or employee of the City of Paris, that officer or employee may not have the authority to accept your request form on behalf of the City of Paris and your request will be directed to the City Clerk. The three-business day response time will not commence until the City Clerk reviews the request to determine if it is complete.
2. The fees for duplication of a government record in printed form are listed on the front of this form. You will be notified of any special charges, special service charges, or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the City of Paris.
3. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address, telephone number or an email address is required.
4. The City Clerk may deny access to a person who has been convicted of an indictable offense in Kentucky, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim, or the victim's family.
5. By law, the City of Paris must notify you that it grants or denies a request for access to government records within three business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within three business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
6. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
7. If the City of Paris is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within three business days of receiving a request form, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the City of Paris to deny access. At your option, you may file a complaint in writing with the Office of the Attorney General for the Commonwealth of Kentucky. You may contact the Attorney general by telephone at (502)696-5300, by mail at The Capital, Suite 18, 700 Capital Avenue, Frankfort, KY 40601-3449. The Attorney General's Office can also answer other questions about the law.
10. Information provided on this form may be subject to disclosure under the Open Public Records Act.