

**CITY OF FRANKLIN, KY
PUBLIC RECORDS REQUEST
KRS 61.870-61.991**

**117 W. Cedar Street, P O Box 2805, Franklin, KY 42135-2805
Telephone 270-586-4497 - Fax: 270-586-9419**

PLEASE TYPE OR PRINT LEGIBLY

Date of Application: _____

Request must be completed in full, including Page 3 Addendum with notarized signature

*** Indicates optional information**

Print or Type Name of Requester & Contact Information: _____

Phone Number: _____

*** Fax Number:** _____

*** Email Address:** _____

By signing below you affirm all information on this form and attachment(s) to be true and correct.

Applicant's Signature: _____ **Date:** _____

THE CITY WILL DETERMINE WITHIN THREE (3) WORKING DAYS WHETHER YOUR REQUEST CONSTITUTES A PUBLIC RECORD SUBJECT TO AN OPEN RECORDS REQUEST. ANY DENIAL FOR INSPECTION OR COPIES SHALL INCLUDE A STATEMENT GIVING THE SPECIFIC EXEMPTION PER THE OPEN RECORDS ACT.

SECTION 1: REQUEST TO INSPECT ONLY

DESCRIPTION OF RECORDS REQUESTED TO INSPECT:

Please be specific as to request. Blanket requests are not sufficient. Please note that a blanket request for information or a request for lists not already in existence may be denied per KRS.

SECTION 2: REQUEST FOR COPIES

DESCRIPTION OF RECORDS REQUESTED:

Please be specific as to request. Blanket requests are not sufficient. Please note that a blanket request or a request for lists not already in existence may be denied per KRS. Prepayment for copies required and mailing if requested required.

Check here if requesting to have copies mailed to you (print legibly below the address to mail copies if different from Page 1)

CHARGES IN EFFECT: 10 cents per page for copies; 25 cents per page to fax; If request to mail copies: actual mailing costs. Commercial Requests: costs for research, retrieval, reproduction and delivery. Business License Mailing List, Actual cost to retrieve, print, \$30.00 minimum.

**ADDENDUM TO
PUBLIC RECORDS INSPECTION APPLICATION
CITY OF FRANKLIN, KENTUCKY
REQUIRED**

Is the information to be used for a commercial purpose? As defined in Kentucky Revised Statutes, commercial purpose is the direct or indirect use of any part of a public record, in any form, for sale, resale, solicitation, rent, or lease of a service OR any use by which the user expects a profit either through commission, salary or fee

1. Are the requested records to be used for commercial purposes? ___ Yes ___ No.
2. Please state the commercial purposes for which these records will be used.

Carefully read the following and sign the verification:

3. Kentucky Revised Statute 61.874, AND 61.875 states, it shall be unlawful for a person to obtain a copy of any part of a public record for a:
 - (a) Commercial purpose, without stating the commercial purpose; or
 - (b) Commercial purpose, if the person uses or knowingly allows the use of the public record for a different commercial purpose; or
 - (c) Noncommercial purpose, if the person uses or knowingly allows the use of the public record for a commercial purpose.

According to Kentucky Revised Statute 61.875, a person who violates KRS 61.874 shall be liable to the City of Franklin, KY for damages in the amount of:

- (a) Three (3) times the amount that would have been charged for the public record if the actual commercial purpose for which it was obtained or used had been stated;
- (b) Costs and reasonable attorney's fees; and
- (c) Any other penalty established by law.

VERIFICATION

I, _____, state that I have read the forgoing Addendum to Public Records Inspection Application and that the statements therein are true and correct, as I verily believe. I understand that falsification of this information is subject to penalties set out hereinabove. I also understand that if I am requesting copies for a commercial purpose, I will be required to pay a fee for the cost of the copies as well as the cost of staff required to produce a copy of the record or records and cost to the City of the creation, purchase or other acquisition of the public records.

Signature of Applicant

STATE OF _____
COUNTY OF _____

SUBSCRIBED AND SWORN to before me by _____ on this _____ day of _____, 20 ____.

NOTARY PUBLIC, STATE AT LARGE

My commission expires: _____

Notary I D Number : _____

THIS SECTION FOR USE BY CITY

RECEIPT OF REQUEST:

This application received by the Office of City Clerk DATE : _____ TIME: _____ A.M./P.M.

Signature / Title of Person Receiving Application: _____

If request is forwarded, note individual and department being sent to: _____

Signature/Time of receipt of forwarded request: _____

RESPONSE / DISPOSITION OF REQUEST:

This section to be completed by City representative responding to request.

Date and method of response: _____

() The public records requested are available for inspection at (place) _____, and may be viewed, copies received, or mailed, as indicated above, on (date) _____ during normal business hours.

() The public records requested are *not available* at this time OR inspection is *denied* for the following reason(s):

If required, payment and receipt information: _____