

NOTICE

RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE CITY OF CRESCENT SPRINGS

Pursuant to KRS §61.870 to 61.884, Crescent Springs City public records are open for inspection on written application to April Robinson, Crescent Springs City Clerk and Official Custodian, at 739 Buttermilk Pike, Crescent Springs, KY 41017 (arobinson@crecident-springs.ky.us) from 8:00 am – 4:00 pm Monday through Friday each week, except holidays. Application forms for the inspection of 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.

Requests can be submitted by U.S. Mail, Fax, or email and should be itemized and described as clearly as possible by the applicant.

Only residents of the commonwealth as defined by KRS 61.870(10) may request public records and any request must include a statement that the individual is a resident of the commonwealth.

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 five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Applicants requesting copies of public records for a commercial purpose (KRS §61.874) shall provide a certified statement to the City of Crescent Springs 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.

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 per 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.

The applicant shall be charged for any postage costs incurred by the city. Postage and copy costs shall be prepaid for any request to be mailed.

No person shall remove original copies of public records from this office without the written permission of the Official Custodian.

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.

This, the 25th day of October, 2021.