



CITY OF WILLIAMSTOWN, KENTUCKY

OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS RE (KRS CHAPTER 61)

DATE: _____

TO: City of Williamstown, Kentucky – I request to inspect and/or receive copies of the following:

Please mark your preferred method to receive the information:

- Paper Copies
- Electronic (email) if responsive material is under 5MB
- Inspect Documents – Please set up appointment

There is a \$.10 fee for each photocopy, and the amount of postage necessary to mail the responsive material will be charged. There is no charge for email containing electronic formatted (PDF) of information.

Number of copies of each document requested @ \$.10 per page: \$ _____

Postage necessary to mail responsive material: \$ _____

TOTAL \$ _____

Method of payment: Check Money Order Cash

_____ Printed Name	_____ Company Name
_____ Street Address	_____ City/State and Zip Code
_____ Phone Number	_____ Email Address

DISPOSITION

The following disposition was made of the above request: _____

_____ Signature of Custodian	_____ Amount Received
_____ Agency	_____ Date