

CITY OF LAWRENCEBURG
OPEN RECORDS RULES AND REGULATIONS
IN ACCORDANCE WITH KRS 61.876

1. Principal Office of Public Agency:

The principal office of the City of Lawrenceburg, including the Lawrenceburg Police Department, is located at 100 N. Main Street, Lawrenceburg, KY 40342.

2. Records Custodian:

The City Clerk of Lawrenceburg shall be the official custodian of the public records of the City of Lawrenceburg. The mailing address, fax number and email address of the City Clerk is as follows:

Lawrenceburg City Clerk
100 N. Main Street
Lawrenceburg, KY 40342
(502) 839-5106
openrecords@lawrenceburgky.org

3. Written Application for Inspection:

An open records inspection request shall be made in writing and delivered to the records custodian by mail, facsimile transmission or electronic mail. A request shall include the following information:

- Full name of requestor
- Mailing address, email address, or fax number of requestor
- Description of records to be inspected
- Signature of requestor
- Statement regarding commercial use
- Statement regarding residency

The telephone number of the requestor is suggested, but not required.

Full completion of Form OAG-1 shall be presumed to comply with the requirement for a written request, a copy of which is available at:

https://lawrenceburgky.org/wp-content/uploads/2021_Standardized_Open_Records_Request_Form_V3.pdf

4. Inspection of Records:

The requestor shall have the opportunity to inspect requested records during regular business hours at the office of the records custodian not later than five (5) days after the records custodian's receipt of the request. Notification of the opportunity for inspection shall be made by the same medium as the request for inspection, unless the requestor and records custodian agree otherwise.

5. Copies of Records:

A requestor may request copies of any record subject to inspection. A request for copies shall be in writing, and may be made as part of the application for inspection. A requestor shall be notified within five (5) days of the records custodian's receipt of the request of the availability of copies and the costs of reproduction and mailing, and shall mail such copies forthwith after receiving payment for such costs. Nothing in this section shall prohibit delivery of copies of such records by any other medium upon agreement of the requestor and the records custodian.

6. Denial of Request:

A denial of a request for inspection or request for copies shall be made in writing within five (5) days after the records custodian's receipt of any such request and shall be sent to the requestor by the medium in which the request was received by the records custodian. A denial shall be issued in the name of the City of Lawrenceburg and shall be signed by any of (a) the Mayor; (b) the City Clerk; or (c) the City Attorney. Any such denial shall comply with KRS 61.880(1) or shall state that the application places an unreasonable burden in producing public records or that the records custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency pursuant to KRS 61.872(6).