

COMMUNITY AND DEVELOPMENT SERVICES (CDS)  
REQUEST FOR REPRODUCTIONS OF PUBLIC RECORDS

CDS Req No. \_\_\_\_\_

I. **GENERAL RECORDS REQUEST**

1. Applicant Information - All sections are to be completed by Applicant.

APPLICANT NAME: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.

(\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

2. Records Requested - Please describe the records being requested. Attach additional pages if required

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is request for a record in an electronic format?  Yes,  No  Don't know-to be determined by CDS.

3. Purpose of request for public records. Also Check Box A,B,C or D.

Complete this section if you are obtaining the records for a **Client**.

FIRM/AGENCY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

PHONE NO: (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

A.  - All or any part of the records requested will be used directly or indirectly 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. Applicant requesting a public record for commercial purpose shall provide a certified statement with this request stating the commercial purpose for which it shall be used. Applicant's signature must be notarized. (Go to Section II, No. 1.)

PROJECT NAME: \_\_\_\_\_

PURPOSE OF THE REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B.  - EXEMPTION FROM COMMERCIAL PURPOSE - Records requested shall be used for publication, broadcast, or other related use of a public record by a newspaper or periodical or use of a public record by a radio or television station in its news or other information programs. Applicant's signature must be notarized. (Go to Section II, No. 2.)

C.  - EXEMPTION FROM COMMERCIAL PURPOSE - Records requested shall be used in the preparation for prosecution or defense of litigation, or claims settlement by the parties to such action, or attorneys representing the parties per Case and Action Number: \_\_\_\_\_  
\_\_\_\_\_. (Go to Section II, No. 2.)

D.  - EXEMPTION FOR NON-COMMERCIAL PURPOSE - All or any part of the records requested will **not** be used directly or indirectly for sale; resale; solicitation; sale, rent; or lease of a service or any commercial venture. (Go to Section II, No. 2.)

THE APPLICANT WHO OBTAINS PUBLIC RECORDS AND FAILS TO COMPLY WITH KRS CHAPTER 61 WILL BE LIABLE TO CDS FOR THE DAMAGES EQUAL TO **THREE TIMES** THE AMOUNT THAT WOULD HAVE BEEN CHARGED FOR THE PUBLIC RECORD IF THE ACTUAL COMMERCIAL PURPOSE FOR WHICH IT HAS BEEN OBTAINED OR USED HAD BEEN STATED, COSTS AND REASONABLE ATTORNEY'S FEES AND ANY OTHER PENALTY ESTABLISHED BY LAW.

## II. APPLICANT'S CERTIFIED STATEMENT

### 1. Commercial Request

I, \_\_\_\_\_, do hereby certify that the records requested will be  
(Print Name)  
used for the commercial purpose as described in Section . No. 3.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
\_\_\_\_\_, who acknowledged that the statements contained  
herein are true and correct.

My Commission expires \_\_/\_\_/\_\_ NOTARY PUBLIC \_\_\_\_\_

### 2. Non-Commercial Request

I, \_\_\_\_\_, do hereby certify that the records requested will be  
(Print Name)  
used for a non-commercial purpose as described in Section I.No. 3.

\_\_\_\_\_  
(Signature)

**CDS USE ONLY**

**III. OPEN RECORD TRACKING**

1. FEES

COMMERCIAL PURPOSE

- COPYING CHARGES \$ \_\_\_\_\_
- DATABASE \$ \_\_\_\_\_
- GIS \$ \_\_\_\_\_

NON-COMMERCIAL \$ \_\_\_\_\_

- STANDARD \$ \_\_\_\_\_
- NON-STANDARD \$ \_\_\_\_\_

2. TRACKING INFORMATION

CDS LOG BOOK NO: \_\_\_\_\_ DATE RECEIVED \_\_\_/\_\_\_/\_\_\_

DATE:  ISSUED  DENIED \_\_\_/\_\_\_/\_\_\_

REASON FOR DENIAL \_\_\_\_\_

**IV. RETURN ADDRESS** - Completed request Form Should Be Returned To:

Geographic Information Systems  
or Related Digital Data/information:

GIS Department  
Community and Development  
Services  
710 South Main Street  
P.O. Box 1125  
Hopkinsville, KY 42241  
FAX 270-632-2054

For Other Requests:

Office Services Coordinator  
Community and Development  
Services  
710 South Main Street  
P.O. Box 1125  
Hopkinsville, KY 42241  
FAX 270-632-2054

## STATEMENT OF POLICY

### COMMUNITY AND DEVELOPMENT SERVICES RULES AND REGULATIONS RELATING TO PUBLIC RECORDS

ADOPTED September 25, 2001

In order to comply with the Open Records statute contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed:

#### Section I Procedures

- (1) Persons requesting to inspect public records not exempt from inspection by law and in the possession of or retained by Community and Development Services shall file a written application describing the records requested to be inspected, with the official custodian of the records of Community and Development Services. Community and Development Services employees shall assist, on request of the applicant, in completing the application. The applicant shall sign and legibly print their name on the application form.
- (2) Applications for request to inspect public records shall be hand delivered, mailed or faxed to one of the following addresses depending on the type of records being requested:

#### Geographic Information Systems

##### or Related Digital Data/information:

GIS Department  
Community and Development  
Services  
710 South Main Street  
P.O. Box 1125  
Hopkinsville, KY 42241-1125  
FAX: 270-632-2054

##### For Other Requests:

Office Services Coordinator  
Community and Development  
Services  
710 South Main Street  
P.O. Box 1125  
Hopkinsville, KY 42241-1125  
FAX: 270-632-2054

- (3) The Official Custodian of records requested for public inspection shall promptly determine the availability of such records for inspection; if it is determined that the records are not available for inspection, the applicant, if present, will be orally advised, subject to written confirmation, or notified in writing, not later than three (3) working days after the date of receipt of the written applicant for inspection of the records, of the reason or reasons why the records are not available for inspection. If the record sought is in active use, in storage or not otherwise available the applicant will be advised of the reason for the delay in providing access to the record and of the earliest practical date, time and place that the record will be available for inspection. If an application for inspection of a record is denied because it is of a kind, or contains materials exempted by K.R.S. Chapter 61, the Official Custodian shall advise the applicant in writing of the reason for denial, in whole or in part, and shall include a statement of the specific exception contained in K.R.S. 61.878, authorizing denial of the application and an

explanation of how the exception applies to the record withheld. If any person, who has been denied the right to inspect any public records of Community and Development Services, requests the Attorney General to review the denial of their application, Community and Development Services shall furnish such additional documentation concerning the circumstances of the denial of inspection of the records and a copy of the records, as the Attorney General may request. If any person denied the right to inspect the records elects to file suit against Community and Development Services to compel inspection of the records denied, Community and Development Services shall immediately advise the Attorney General of the action and forward to the Attorney General on the day served, a copy of the Summons in the Action.

### Section II- Copying

- (1) Upon inspection, during normal business hours (8:00am-5:00pm, Monday through Friday), the Applicant shall have the right to make abstracts of the public records and memoranda thereof: and to obtain copies of all public records not exempted by terms of K.R.S. 61.878. Copies of public records may be made provided such copying will not damage or alter the public record.
- (2) No person shall remove the originals of public records from the offices of Community and Development Services.
- (3) Copies of all public records may be made at the office of Community and Development Services by utilizing whatever reproduction equipment Community and Development Services may have available within its office.
- (4) Charges for copying public records shall be based on their subsequent use for a commercial or noncommercial purpose, as defined in K.R.S. 61.870, and shall comply with the most current Community and Development Services Open Records Product and Services Fee Schedule.

### Section III- Amendments

Community and Development Services may amend, modify or promulgate other rules and regulations not in conflict with the provisions of K.R.S. Chapter 61 relating to public records.

### Section IV- Posting of Rules

The Official Custodian shall post, in a conspicuous location accessible to the public, a copy of these Rules and Regulations and synopsis of said Rules and Regulations in the form of a poster or sign.