

**OPEN RECORDS ACT
KRS 61.970 TO KRS 61.884**

Pursuant to KRS 61.872 a person may inspect public record either

- 1.) during the regular business hours of the public office; or
- 2.) by receiving copies in the mail.

The City of Midway will only accept requests or complaints in written form. The City Clerk has three (3) days to respond to the request or complaint. The City Clerk may respond in one of three (3) ways.

- 1.) The City Clerk may grant the request.
- 2.) The City Clerk may deny the request because the records are statutorily exempt from public inspection.
 - a.) In this case, the city clerk must explicitly state the reason for the denial, including the specific exemption relied upon to deny the request, and the city clerk must issue the official denial
- 3.) The City Clerk may respond that the request will take longer than three (3) days to grant because the records are either in active storage or, otherwise unavailable.
 - a.) In this case, the city clerk must outline in writing the earliest date possible for the inspection, where the documents may be inspected and the reason for delay.

Copies of documents are .10¢ per page.

REQUEST OR COMPLAINT FORM

NATURE OF THE REQUEST OR COMPLAINT: _____

REQUEST OR COMPLAINT MADE BY: _____ DATE: _____

ADDRESS: _____

PHONE: _____

ACTION TAKEN: _____

DATE: _____ BY: _____