



**FINANCE AND ADMINISTRATION CABINET
 OFFICE OF GENERAL COUNSEL
 OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS RE (KRS
 CHAPTER 61)**

Date: _____

Please Note: It is important that you write legibly and be specific. When applicable, include the Solicitation, RFB and/or RFP number along with the specific documents you are requesting. Without the descriptive name and/or identifying number the request will be deemed non-responsive.

I request to inspect and/or receive copies of the following:

Statement regarding the use of public records. KRS 61.870(4) defines “commercial purpose” as “the direct or indirect use of any part of a public record or records, in any form, 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.” However, “commercial purpose” does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- FOR a commercial purpose; or
- NOT for a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

REQUESTOR’S INFORMATION:

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

**SEND COMPLETED FORM TO: email: orr.custodian@ky.gov ; facsimile: (502) 696-5833
 or delivered to: Office of General Counsel, Attn. Open Records Custodian, 200 Mero
 Street, 5th Floor, Frankfort, KY 40622**