



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

Date: _____

Instructions for filling out this form are at: <http://finance.ky.gov/services/legalsvcs/Pages/OpenRecordsRequests.aspx>.

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. (Should this request be for a commercial purpose please refer to the instructions page).

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

Choose your preferred method of receiving documents (choose only one):

Electronic (email) if responsive material is less than 5MB (free)

CD (\$1.00 per CD)

Paper Copies (\$.10 fee each page)

Inspect Documents onsite (free)

****Please note**** If the requestor chooses to receive documents via email and the responsive material is more than 5MB, the documents will automatically be produced via CD and mailed to the requestor. An invoice, including applicable postage costs, will be enclosed with the CD and/or paper copies.

REQUESTOR'S INFORMATION:

Printed Name

Company Name

Mailing Address

City/State and Zip Code

Phone Number

FAX Number

Email Address

**EMAIL COMPLETED FORM TO: orr.custodian@ky.gov
or
FAX COMPLETED FORM TO: (502) 696-5833**