

LOUISVILLE METRO GOVERNMENT OPEN RECORDS RULES & REGULATIONS

The principal office of the Louisville/Jefferson County Metro Government is the Office of the Mayor, which is located at 527 W. Jefferson St., 4th Floor, Louisville, KY 40202. The regular office hours are 8 am – 5 pm.

The official custodian of Louisville/Jefferson County Metro Government is Chief Financial Officer Monica Harmon. CFO Harmon's mailing address is 611 W. Jefferson Street, Louisville, KY 40202. CFO Harmon's email address is monica.harmon@louisvilleky.gov.

CFO Harmon's designee to which open records requests shall be submitted is Director of Records Compliance Robin Berry. Director Berry's mailing address is 611 W. Jefferson St., Louisville, KY 40202, Attn: Open Records. Director Berry's phone number is (502) 574-5247. The email address where Director Berry receives open records requests is openrecords2@louisvilleky.gov, which shall be reached by submitting your request on this website: <https://louisvillemetrogov-ky.nextrequest.com/>.

TO SUBMIT AN OPEN RECORDS REQUEST:

1. A request to inspect public records shall be submitted via email by submitting it on this website: <https://louisvillemetrogov-ky.nextrequest.com/>.
2. A request to inspect records must be made in writing, with your name legibly printed, and include a description of the records you wish to inspect and a statement of the manner in which you are a resident of the Commonwealth as defined in KRS 61.870(10).
3. Requests may utilize the standardized form created by the Office of the Attorney General, which may be found here [Request to Inspect Public Records Form](#) . If this form is used, the request must still be submitted as instructed in item 1 above.
4. Requests may be made either to inspect the public records during normal business hours for Louisville Metro Government or receive copies of the public records. There may be costs associated with receiving copies of public records. See item 5.
5. The Requestor may be charged for the actual cost of the media in which copies of public records are provided. Paper copies are ten cents (\$0.10) a page. Media also includes flash drives, CDs, DVDs, external hard drives, etc. If copies of the records requested must be provided on one of those media formats, the Requestor will be charged for the actual cost of the media. Fees may also be incurred for any mechanical processing required to provide the Requestor with copies of public records. The Requestor will be notified of the expected cost in providing copies of the public records requested prior to receiving the records. These costs must be prepaid prior to receipt of the records.
6. If it appears that a request is for a commercial purpose as defined in KRS 61.870(4), the Requestor will be asked to provide a certified statement identifying the commercial purpose for which the records will be used. If the request is for a commercial purpose, the Requestor will be required to prepay for the actual cost of the copies of the public records, staff time in creating the copies, and the cost incurred by Louisville Metro in creating, purchasing, or otherwise acquiring the public records.

DocuSigned by:

Monica Harmon

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Monica Harmon, Chief Financial Officer
Office of Management and Budget