

Open Records Requests Information

The official custodian of records for the Metro Council is the Metro Council Clerk, whose office is located at 601 West Jefferson Street, Suite 103, Louisville, KY 40202. The Metro Council Clerk's Office can also be contacted via email at metroCouncilClerk@LouisvilleKY.gov or by calling (502) 574-3902. The regular office hours are 8:00 a.m. – 5:00 p.m.

The Requestor (1) must provide his/her name, (2) precisely describe the public records being requested, and (3) may be asked to provide a statement of residency. A request to inspect public records may be submitted via the Open Records portal at <https://LouisvilleMetroGov-KY.NextRequest.com/> or by submitting the request in writing to the Metro Council Clerk's Office (see contact information above).

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.