

**LOUISVILLE METRO GOVERNMENT
OPEN RECORDS POLICY**

For purposes of the Kentucky Open Records Act:

1. A request to review records shall be made in writing and directed to the Louisville Metro Government (LMG) agency records custodian reasonably expected to hold the records. The requestor may be asked to designate whether the request is for commercial or non-commercial purpose.
2. The principal office of Louisville Metro shall be City Hall, 611 W. Jefferson St., Louisville, KY 40202. Open records requests may be delivered and will be considered "written" and accepted in accordance with the Kentucky Open Records Act.
The official on-line website for Louisville Metro
<http://louisvilleky.gov/government/management-budget/services/submit-open-records-request>
3. The official custodian of all Louisville Metro's public records, except Louisville Metro Council records, is the CFO of the Office of Management and Budget or designee. OMB offices are located at 611 W. Jefferson St., Louisville, KY 40202. Regular office hours are 8 am to 5 pm, EST. Exceptions are as follows:
 - a. Louisville Metro Council - Metro Council Clerk shall hold and provide official Council records; request for records of individual Metro Council Members and their respective staff shall be made to the individual Council Member. The mailing address for Metro Council is 601 W. Jefferson St., Louisville, KY 40202.
 - b. Louisville MetroSafe – Department Director or designee shall hold and provide 911, dispatch tapes and related materials. The mailing address for MetroSafe for open record purposes is 410 S. 5th Street, 3rd Floor, Louisville, KY 40202.
 - c. Louisville Metro Ethics Commission – Commission legal counsel shall be the records custodian and requests may be addressed to: Metro Hall, 527 W. Jefferson St., Louisville, KY 40202.
 - d. Louisville Metro Police Department – Chief of Police or designee with requests to be addressed to 633 W. Jefferson Street, Louisville, KY 40202.
4. Records may be made available for examination or copies requested. Copies of any public record (unless requested for a "commercial purpose" as defined in KRS 61.870) shall be based on the cost or reproduction, including the costs of the media (CD, DVD, etc.) and any mechanical processing cost incurred or otherwise allowed in KRS 61.874(3). Requests for commercial purposes shall be charged according to the provisions of KRS 61.874(4).
5. The official custodian shall comply with the requirements of KRS 61.870-884 in administration of this policy. (A copy of the most recent Kentucky Open Records Act can be obtained for review during regular office hours or through the Kentucky Office of the Attorney General.)

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Daniel Frockt, Chief Financial Officer
Office of Management and Budget

Mayor Greg Fischer

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