METRO COUNCIL CLERK'S OFFICE

Open Records Policy

1. Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of **Louisville/Jefferson County Metro Council** are open for inspection by any person with a written request.

2. Written request shall be hand-delivered, mailed or sent via fax (502-574-3363) to the following:

   H. Stephen Ott, Metro Council Clerk
   Records Custodian for the Louisville Metro Council
   601 West Jefferson Street, Suite 103
   Louisville, Kentucky 40202
   Office Hours: (Monday through Friday - 8:00 a.m. to 5:00 p.m.)

3. Request for records of individual Council Members or their offices should be submitted to the attention of the office of the individual Council Member, Attention Open Records.

4. Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection (except Saturdays, Sundays, and legal holidays) of any reason the records requested are not available for public inspection, or a reason why inspection may be delayed or limited pursuant to KRS 61.872(5) and (6).

5. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.

6. No person shall remove original copies of public records from this office without the written permission of the Official Records Custodian.

7. Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten cents ($.10) cents per page or two dollars ($2.00) per digital cd.

8. Commercial requests, special requests, or those requested in a non-standardized format may be subject to higher fees.

9. The applicant shall also be charged for any postage costs incurred.

METRO COUNCIL DISTRICT

Open Records Policy

1. Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of an individual **Council Member** and their Council Office are open for inspection by any person on written request.

2. Written request shall be hand-delivered, mailed or sent via fax (502-574-3363) to the following:

Council Member (*Name of Council Member*)
ATTENTION: OPEN RECORD REQUEST
601 West Jefferson Street
Louisville, Kentucky 40202
Office Hours: (Monday through Friday - 8:00 a.m. to 5:00 p.m.)

3. Record request for records related to official action of the Louisville Metro Council, including council meeting agendas, minutes, ordinances, resolutions, contracts, leases, deeds, etc. should be made by written request to **Louisville Metro Council Clerk,** 601 West Jefferson Street, Suite 103, Louisville Kentucky 40202.

4. Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection (except Saturdays, Sundays, and legal holidays) of any reason the records requested are not available for public inspection or a reason why inspection may be delayed or limited pursuant to KRS 61.872(5) and (6).

5. Certain items may be excluded in whole or part if they contain exempted information as prescribed under KRS 61.878.

6. No person shall remove original copies of public records from this office without the written permission of the Official Records Custodian.

7. Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten cents ($.10) cents per page or two dollars ($2.00) per digital cd.

8. Commercial requests, special requests, or those requested in a non-standardized format may be subject to higher fees.

9. The applicant shall also be charged for any postage costs incurred.

Metro Council Representative / District

2-4-16
Date