

## 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 Metro Council** 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 **Kathy Herron, Metro Council Clerk**, official custodian of the public records of the Metro Council, whose address is 601 West Jefferson Street, Suite 103, Louisville, Kentucky 40202, during regular 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 need to be hand-delivered or mailed to the office of the individual council member.
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.
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 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 (10) cents a page.
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 20

### Open Records Policy

1. Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of **Council Member Stuart Benson** and his council office are open for inspection by any person on written request.
2. Written request shall be hand-delivered or mailed to **Council Member Stuart Benson, ATTENTION PUBLIC RECORD REQUEST**, 601 West Jefferson Street, Louisville, Kentucky 40202, during regular 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 dockets, 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.
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9. The applicant shall also be charged for any postage costs incurred.