

METRO COUNCIL OPEN RECORDS POLICY *(Manual and/or Electronic)*

A manual written application to inspect records shall be hand delivered, mailed or faxed to the Council Clerk's Office.

Hand deliver or mail to:

Louisville Metro Council Clerk
601 West Jefferson Street, Suite 103
Louisville, Kentucky 40202

Faxes may be sent to (502) 574-3363.

All electronic requests to inspect records may be submitted via the Metro Council Clerk's webpage at:

<https://louisvilleky.gov/government/metro-council/metro-council-open-records-requests>

1. Upon receipt of a manual open records request, the Clerk's Office will time and date stamp it. A copy of the stamped original will be made for the Council District Office to which the request pertains.
2. All electronic requests shall be time and date stamped via the online application form. The procedural process for responses shall be as follows:
3. The Open Records Coordinator is responsible for communicating with the individual making the application to inspect records and contacting the appropriate parties for searching for the requested records within the required three (3) business days.
4. The Metro Council Clerk will ensure efficient and timely action in response to a request for inspection within the three (3) business days. The three (3) business day period begins the business day after which the application to inspect records is received.
5. A person may inspect the public records of the Council during the regular office hours, 9:00 a.m. – 6:00 p.m., Monday through Friday; but not on the second and fourth Thursday of the month when Metro Council meetings are held.
6. The Council will provide suitable accommodations for the requestor to inspect the requested public record. Assistance will be provided upon request.
7. The Council is under a duty to protect public records from damage and disorganization.

8. **The Council is not required to compile information or to create a document that does not already exist in response to an Open Records Request.**
9. Inspection may be delayed if the requested records are in archives, or not otherwise readily available. The Clerk's Office or responding Council Member, must provide a detailed explanation of the cause for the delay and the place, time, and earliest date certain on which the public record will be available for inspection.
10. 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.
11. Commercial requests, special requests, or those requested in a non-standardized format may be subject to higher fees.
12. The applicant shall also be charged for any postage costs incurred. The Council shall mail and/or provide electronic copies of the public records to a person whose residence or principal place of business is outside Louisville Metro after the requestor has precisely described the public records to be inspected and provided.