



Open Records Request

Name:

Date:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Signature:

How do you wish to review or receive the requested records?

Review on premises

Receive via email

Receive via mail

Copies of any requested materials may be provided at a cost of \$0.10 per page. Requests for specialized copies (i.e. color or oversized copies, other physical formats) will be provided at the cost incurred by the Library to produce them. Payment is expected prior to the delivery of the requested pages along with postal costs, as necessary. KRS 61.872(3)(b).

This request is for commercial/ non-commercial purposes

Do you qualify as a resident of Kentucky according to KRS 61.870(10)? Yes/ No

- A person who lives in KY - KRS 61.870(10)(a);
- A business located in KY - KRS 61.870(10)(b);
- A business registered in KY - KRS 61.870(10)(c);
- A person who is employed/works in KY - KRS 61.870(10)(d);
- A person who owns property in KY - KRS 61.870(10)(e);
- An authorized representative of any of the above - KRS 61.870(10)(f);
- A news gathering organization as defined in KRS 189.635(8)(b)1 - KRS 61.870(10)(g).

Please provide a precise description of the records you seek. Be as specific as possible:

MAIN LIBRARY & ADMINISTRATIVE OFFICES

Ridgway Memorial Library ■ 127 N. Walnut Street ■ P.O. Box 99 ■ Shepherdsville, KY 40165

Phone: 502-543-7675 ■ Fax: 502-543-5487

BRANCH LOCATIONS: Hillview | Lebanon Junction | Mt. Washington | Nichols www.bcplib.org

Description, continued (if necessary):

Mailed requests must addressed to:

Bullitt County Public Library
ATTN: OPEN RECORDS REQUEST
127 N. Walnut St
PO Box 99
Shepherdsville, KY 40165

Requests may be delivered in person to the same address. Requests may also be delivered by fax to (502) 543-5487 or submitted via email to recordsrequest@bcplib.org. Open Records Requests made through any other means will not be honored. The requestor will be directed to make the request in printed form and delivered through one of the acceptable methods.

Please note all applicable statutes regarding open records requests may be found in KRS 61.870-884 and include:

- The use of this form is not required for an open records request.
- The library has five (5) business days, not including the day a request is submitted to respond to an open records request. Business days do not include weekends and legal holidays.
- For extensive requests, the library may ask for additional time to produce documents that are requested. Requests which create an unreasonable burden on the library will be denied.
- Narrowing the scope of your request and being specific in your request will aid the library in response and producing requested documents.
- The library is only required to produce existing documentation. The application of any requested formatting beyond what already exists to satisfy an open records request may incur charges for the staff time involved.
- Unless otherwise requested, all requested documents will be emailed to the requestor. Unless otherwise requested, any emailed documents will be delivered in Portable Document Format (PDF). Postage may be charged for mailed documentation.
- Requestors have the option to view requested documents onsite by making an appointment with the Library Director during regular business hours (Monday through Friday, 9:00a – 5:00p, excluding legal holidays).
- If you have any questions, please email recordsrequest@bcplib.org or call (502) 543-7675

FOR LIBRARY USE ONLY

Date received: _____ Date of response: _____ Date records sent: _____

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