

Open Records Request

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What is the Kentucky Open Records Act (KORA)

The Kentucky Open Records Act (KRS 61.870 to KRS 61.884), or KORA, provides access to public records that, by law, are not exempt from disclosure. For more information on the act, visit the Kentucky Office of the Attorney General Web site at <https://ag.ky.gov/Pages/default.aspx> .

What are public records?

Public records are those materials prepared, owned, used, possessed, maintained or retained by state and local government agencies that must be open for public inspection unless the records are excluded by any of the 14 exemptions in the Kentucky Open Records Act. Public agencies are not required to compile information or to answer questions, but to provide only specific records responsive to a request. For more information on the 14 exemptions and other KORA information, visit the Kentucky Office of the Attorney General Web site at <https://ag.ky.gov/Pages/default.aspx>.

Is there a cost for records?

10 cents per page for legal or letter size paper. Large plats \$5.00 Records will be released upon receipt of payment.

What is the timeframe for a response to my request?

State law requires a written response to an open records request be issued within three days (excluding Saturdays, Sundays and legal holidays). The three-day timeframe begins the day after receipt of the request. For more information, go to <https://ag.ky.gov/Pages/default.aspx> and click on “Protecting Your Right to Know.”

How do I request a public record?

To request copies or to inspect public records, you must make a written request to the City Administrator. Emailed requests for a public record must have an original signature included or they will not be accepted. Sign the request, print your name, and describe the records (be specific, i.e. name, date, location) you wish to inspect or obtain copies. Please include your address and phone number. Mail, fax or hand-deliver your request(s) to the following address:

Mailing address:

City of Mt. Washington
P.O. Box 285
Mt. Washington, KY 40047

Physical address:

City Hall
275 Snapp Street
Mt. Washington, KY 40047