

McCreary County Fiscal Court

PUBLIC RECORDS INSPECTION REQUEST FORM (Please Print or Type)

Date of Application: _____

Applicant : Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

DESCRIPTION OF RECORDS TO BE INSPECTED:

As evidenced by my signature hereunder, I understand the following:

1. If my request to inspect public records is granted, I will have the right to inspect and make abstracts of the public records to which I am entitled.
2. If I request copies of records, I will be responsible for advance payment of \$.25 per page for each copy requested, plus the cost of postage if mailed. If the requested records are to be used for commercial purposes, I will also be responsible for staff costs (some exemptions apply).
3. I will comply with all applicable laws regarding the inspection of public records.

Applicant's Signature

Date

TO BE COMPLETED BY COUNTY EMPLOYEES

The above-described records have been approved for inspection and will be available at the Office of the County Records Custodian on _____ at the McCreary County Courthouse.

Approved by: _____

Date: _____

Amount to be paid \$ _____

Received by: _____

Date: _____

McCreary County Fiscal Court

ADDENDUM TO PUBLIC RECORDS INSPECTION APPLICATION

1. Are the requested records to be used for commercial purposes? Yes _____ No _____
2. Please state the commercial purposes for which these records will be used.

Carefully read the following and sign the verification:

Kentucky Revised Statute 61.874 states, it shall be unlawful for a person to obtain a copy of any part of a public record for a:

(a) Commercial purpose, without stating the commercial purpose; or (b) Commercial purpose, if the person uses or knowingly allows the use of the public record for a different commercial purpose; or (c) Noncommercial purpose, if the person uses or knowingly allows the use of the public record for a commercial purpose.

According to Kentucky Revised Statute 61.875, a person who violates KRS 61.874 shall be liable to McCreary County Fiscal Court for damages in the amount of:

(a) Three (3) times the amount that would have been charged for the public record if the actual commercial purpose for which it was obtained or used had been stated; (b) Costs and reasonable attorney's fees; and (c) Any other penalty established by law.

VERIFICATION

I, _____, state that I have read the forgoing Addendum to Public Records Inspection Application and that the statements therein are true and correct as I verily believe. I understand that falsification of this information is subject to penalties set out hereinabove. I also understand that if I am requesting copies for a commercial purpose, I will be required to pay a fee for the cost of the copies as well as the cost of staff required to produce a copy of the record or records and cost to the County of the creation, purchase or other acquisition of the public records.