

# CITY OF ELSMERE

## OPEN RECORDS REQUEST

318 Garvey Avenue, Elsmere, KY 41018 TELE: 859-342-7911 FAX: 859-342-7910

DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

RECORD(S) REQUESTED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the City Clerk makes a judgment that your request for a record cannot be granted at this time, that reason is stated below. The City Clerk has three (3) business days to honor your request as stated in KRS 61.870.

\_\_\_\_\_  
\_\_\_\_\_

If for some reason the City Clerk denies your request, it is your responsibility to send a copy of the request and the reason for denial to the Kentucky Attorney General. A written decision will be mailed regarding the validity of the City Clerk's decision. If you wish to protest the Attorney General's opinion, you may appeal to the circuit court within 30 days. If an appeal is not filed, the decision of the Attorney General stands.

Misty Ezell  
City Clerk

RECORD(S) RECEIVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

(MUST BE SIGNED FOR RECORD RELEASE)