

**ST. MATTHEWS CITY GOVERNMENT  
OPEN RECORDS RULES AND REGULATIONS  
JANUARY 1, 2013**

**PRINCIPAL OFFICE:** St. Matthews City Hall  
3940 Grandview Avenue  
Louisville, KY 4027

**REGULAR OFFICE HOURS:** 7:00 a.m. to 4:00 Monday through Thursday  
7:30 a.m. to 11:30 a.m. Friday's

**CUSTODIAN OF RECORDS:** Susan Clark, City Clerk

**FEE CHARGED FOR COPIES:** \$.10 per page; no fee for inspection of public records

**Procedures to be followed in requesting public records:**

*Request to inspect records:* The request should be made to the official custodian of the public agency's records, Susan Clark, City Clerk. The custodian requires the request be in writing, signed by the requestor and with the requestors name printed legibly on it, precisely describing the records for which the requestor can receive a copy. The request may be hand-delivered, mailed or sent via facsimile to the agency at the above location. The agency is not required to honor e-mailed open record requests. Public inspection will be permitted during above stated regular office hours. Public agencies may use a preprinted request form but cannot require use of the form or demand more information on the form that the statute allows (requestor's name printed legibly, signature and description of records),

*Response to request:* The public agency's official custodian must respond to the request in writing within three days, excluding Saturday's, Sunday's and legal holiday's. If the request is denied, the response will include a statement of the specific exception which authorizes the agency to withhold the record, and a brief explanation of how the exception applies to the record withheld. The response must be issued by the official custodian, legal counsel or under their authority.

*Records not available:* If the record requested is in active use, in storage, or not otherwise available, the public agency must notify the requestor in writing and indicate a place, time and date for inspection not to exceed three days from the receipt of the request. If the record cannot be retrieved within three days the agency must notify the requestor in writing and provide a detailed explanation of the cause for the delay. The agency must also state the earliest date on which the record will be available.

***Overly burdensome request:*** The public agency may refuse to permit inspection, or mail copies, if the request places an unreasonable burden on the agency in producing records or if the custodian believes that repeated requests are intended to disrupt the agencies essential functions. Refusal for either of these reasons will be supported by clear evidence.

***Copies of Records:*** A requestor has the right to obtain copies of all nonexempt public records upon payment of a reasonable fee, including postage where appropriate. The agency may require prepayment for copies of records. Nonexempt public records must be made available for copying in either standard electronic or standard paper format, depending on the requestor's wishes, but only if the agency maintains the records in both formats. If the agency maintains the records in paper format only, it must make the records in paper format. Agencies are not required to convert paper format to electronic format or to compile information or to create a document that does not already exist in response to an open records request.

**OPEN RECORDS REQUEST FORM**

In accordance to KRS 65.312 (1) I am requesting the following document be released by the City of St. Matthews:

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\_\_\_\_\_  
**Signature of Person Making Request**

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Printed Name of Person Making Request**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**STM Staff Person taking request**

**Agency Disposition:**

**PROVIDED:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**DENIED:** \_\_\_\_\_

\_\_\_\_\_  
**Date**