

**RULES GOVERNING INSPECTION OF PUBLIC RECORDS OF
THE CITY OF ST. MATTHEWS, KENTUCKY**

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the City of St. Matthews are open to inspection by any resident of the Commonwealth of Kentucky (defined in KRS 61.870(10)) by filling out the OAG-01 form "Request to Inspect Public Records" which can be found on the City of St. Matthews's website www.stmatthewsky.gov. The filled out written application can be sent to the City's main business address of P.O. Box 7097, St. Matthews, KY 40257 or emailed to the city at susan.clark@stmatthewsky.gov. City records can be viewed in person during normal business hours which are Monday through Thursday from 7:00 am- 4:00 pm or Friday from 7:30 a.m. to 11:30 a.m. at St. Matthews City Hall, 3940 Grandview Avenue, 2nd Floor, St. Matthews, KY. Application forms for the inspection of public records will be furnished, upon request to the custodian of records. The designated custodian of records for the City of St. Matthews is the City Clerk, Susan Clark, available by calling (502) 895-9444; assistance is available by calling in advance.

Please Direct all open records requests on the proper application form to:

City of St. Matthews
Attn: Susan Clark
P.O Box 7097
St. Matthews, KY 40257

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) working days after the receipt of the OAG-01 form "Request to Inspect Public Records" if any of the records requested are not available for public inspection.

An applicant within the county may be required by the City of St. Matthews to inspect the public records described in the application within the offices of the City of St. Matthews during the regular business hours. Suitable facilities will be made available for the exercise of this right. At no time shall any applicant remove public records from the offices of the City of St. Matthews.

Copies of written materials in the public records of the city shall be furnished to any resident of the Commonwealth of Kentucky requesting them for a non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of non-written records (photographs, maps, material stored in computer files, or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economical process not likely to damage or alter the records. All costs are required to be paid in advance of receiving copies. Any requestor that resides outside of the county requesting mailed copies shall also pay the cost of postage for mailing such copies in advance of the receipt of the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the City of St. Matthews stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the City of St. Matthews. The contract shall state the fee required by the City of St. Matthews to produce copies to be used for a commercial purpose.