

Rebecca M Johnson  
**SCOTT COUNTY CLERK**

101 E Main Street  
Georgetown, KY 40324  
Telephone 502-863-7875 Fax 502-863-7327

**OPEN RECORDS REQUEST**

Date: \_\_\_\_\_

Under KRS 61.870 to 61.844, the Kentucky Open Records Act, I am requesting to review a copy:

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

Please certify below whether your intended use for the requested material is commercial or non-commercial. If the use is non-commercial, we need no further information. If the use is commercial, we will determine the appropriate charge for that material based upon KRS 61.874(4).

Commercial \_\_\_\_\_

Non-commercial \_\_\_\_\_

The Scott County Clerk's Office requires that all open records requests be made in writing and will be received by hand-delivery, mail or fax only. Pursuant to 64.019(2)(a) the County Clerk may collect copy fees up to \$.50 per page. According to 200 KAR 1:020(3) all fees including postage shall be collected in advance. Certain items may be excluded in part or in whole if they contain exempted information as prescribed under KRS 61.787. Pursuant to KRS 61.872(5) all public agencies must respond within 3 business days of receipt of an open records request. To obtain an Open Records Request form, please see a deputy clerk or visit our website at [www.scottcountyclerk.com](http://www.scottcountyclerk.com). For more information regarding the KY Open Records Request laws, please refer to KRS 61.870-61.844.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number/Email address