

Pike County Public Library District

Open Records Request

_____ For commercial purpose _____ Not for commercial purpose

_____ Kentucky: resident, owner of real property, business located in Kentucky or registered with Kentucky Secretary of State, employed at a location in Kentucky, or authorized agent thereof

_____ A news-gathering organization as defined by KRS 189.635(8)(b)1a to e.

Name _____ Date: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email: _____ Contact Telephone #: _____

Signature: _____

Please note all applicable statutes regarding open records requests may be found in KRS 61.870-884 and include:

- The use of this form is not required for an open records request.
- The library has five (5) business days, not including the day a request is submitted to respond to an open records request. Business days do not include weekends and legal holidays.
- The library can request payment in advance at a reasonable cost for copies or prints that are made to respond to a request. Printed or copied documents will be charged ten (10) cents per page for black and white copies/prints/scans. Color copies/prints/scans will be charged twenty-five (25) cents per page.
- For extensive request, the library may ask for additional time to produce documents that are requested. Requests which create an unreasonable burden on the library will be denied.
- Narrowing the scope of your request and being specific in your request will aid the library in response and producing requested documents.
- The library is only required to produce existing documentation. The application of any requested formatting beyond what already exists to satisfy an open records request may incur additional charges.
- Requestors have the option to view requested documents onsite by making an appointment with the Library Director during regular business hours (Monday through Friday, 9:00 am -5:00 pm, excluding legal holidays)
- If you have any questions, please email openrecords@pikelibrary.org or call the Library Director at 606-432-9977.

Please describe below the records that are requested: (attach additional sheets as needed)

For Library Use Only

Date Received: _____ Date of Response: _____ Date Records Sent: _____