

RULES AND REGULATIONS
FOR THE INSPECTION AND/OR
COPYING OF THE PUBLIC RECORDS
OF THE CITY OF TAYLOR MILL

I Public Records Inspection

Non-exempt public records of the City of Taylor Mill may be inspected during the regular office hours of the City (8:00 a.m. to 5:00 p.m., prevailing time, Monday through Friday, except for City holidays), provided that the City receives a written application therefore by hand delivery, mail or facsimile, which specifically describes the records to be inspected, and signed by the applicant, with the name of the applicant legibly printed thereon.

If the public record is in active use, in storage or not otherwise available, the official custodian shall immediately notify the applicant and shall designate a place, time and date for inspection of the public records, not to exceed three (3) days from the receipt of the application, unless a detailed explanation of the cause is given for further delay and the place, time and earliest date on which the public records will be available for inspection is specified.

The principal office of the City of Taylor Mill is at 5225 Taylor Mill Road, Taylor Mill, Kentucky 41015.

The title and address of the official custodian of the records of the City of Taylor Mill is the City Clerk, 5225 Taylor Mill Road, Taylor Mill, Kentucky 41015.

II Copying of Public Records

Copies of the public records of the City of Taylor Mill are available upon the receipt by the City of a written request therefore, and the advance payment of any required postage and a fee of \$0.10 per page for copies for non-commercial purposes, and a fee for copies for commercial purposes of the total of both: (1) the cost to the City of media, mechanical processing and staff required to produce a copy of the public record or records, and (2) the cost to the City of the creation, purchase or other acquisition of the record to be copied, as determined by the City Administrative Officer.

**APPLICATION FOR COPIES
OF PUBLIC RECORDS OF THE
CITY OF TAYLOR MILL**

I. Specific Description of Records Requested

II. Statement of Commercial Purposes of Which Copies Are Requested

Signature of Applicant

Address

Printed Name of Applicant

City, State and Zip Code

Date of Application

Telephone Number

III. Fees for Making Copies, Payable in Advance at the Time of the Application:

Non-commercial purposes at \$0.10 per page \$_____

Commercial purposes at \$_____ per page \$_____

The City of Taylor Mill hereby acknowledges receipt of the above fees.

CITY OF TAYLOR MILL

By: _____
Date: _____

