



City of Middletown, Kentucky *Rules Governing Inspection of Open Records*

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the city of Middletown are open to inspection by any resident of the Commonwealth of Kentucky (defined in KRS 61.870(10)) by filling the OAG-01 form "Request to Inspect Public Records" which can be found on the City of Middletown's website: www.cityofmiddletownky.org.

Send the completed and signed application form to the address below:

**Middletown Police Department – City Hall
Attn: Open Records
11803 Old Shelbyville Road
Middletown, Kentucky 40243**

City records can be viewed in person during normal business hours of Monday through Friday, 8:30am – 5:00 pm at City Hall located at 11803 Old Shelbyville Road, Middletown, KY 40243. The designated custodian of records for the City of Middletown is the City Clerk.

Applicants shall receive a written response within five (5) working days stating whether the records are available for inspection, when they will be available, or the specific reason for denial.

An applicant residing within the Commonwealth may be required by the City of Middletown to inspect the public records described in the application within the offices of the city of Middletown 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 Middletown.

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 a payment fee of \$.10 per page. Copies of non-written or electronic records shall be furnished on request with payment of a charge equal to the actual cost of producing copies of such records, which is not likely to damage or alter the records. All costs are required to be paid in advance of receiving copies. Media may include flash drives, CDs, and/or external hard drives. Any requester who resides outside of the Commonwealth 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 Middletown stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the City of Middletown. The contract shall state the fee required by the city of Middletown to produce copies to be used for a commercial purpose.

If you are denied a record that you believe you should have access to, you can contact the Attorney General's Office and request an opinion.

<http://ag.ky.gov/>
**Office of the Attorney General 700 Capitol Ave, Suite 118
Frankfort, KY 40601
(502) 696-5300**