**Open Records Policy**

[Download an Open Records Request Form](http://www.hopkinsvilleky.us/departments/city_clerk/document_center/City_Clerk/2021_Standardized_Open_Records_Request_Form_V3.pdf)

**CITY OF BANCROFT
RULES AND REGULATIONS RELATING TO PUBLIC RECORDS**

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the City of Bancroft:

I.    All requests for inspection of public records of the City of Bancroft must be either mailed to the City Clerk, 4949 Old Brownsboro Road #243, or by email to clerk@cityofbancroft.org .

The request must be in writing and include the following information. A form is attached to aid citizens in making their request.

A.    Name, mailing or email address, and telephone number of the individual requesting to inspect the records.
B.    The specific record(s) of which the requestor wishes to inspect or to receive a copy.
C.    Whether the records are requested for commercial or noncommercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used.
D.    Verification the requestor is a resident of Kentucky as defined in KRS 61.870.
E.    Signature of requesting party.

II.    The Bancroft City Clerk is the official custodian of all records of the City of Bancroft.

A.    Upon receipt of a written request, the City Clerk will respond within five (5) working days. If the records requested are open for public disclosure, the City will either provide copies of the requested records, or an in-person inspection can be scheduled per appointment. If the requested record is not open for public disclosure the City will notify the requestor and provide the exception to the Open Records Act under which the request falls.
B.    For public records requested in standard format for noncommercial purposes, the City Clerk may, at their discretion, charge 10 cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, the City Clerk may charge postage fees. The City will not charge for staff time required to reproduce records for noncommercial use. Any fees shall be paid before copies are made.

III.      The City Clerk shall make every effort to be as responsive as possible to the public regarding access to City records. For that reason, the City Clerk requires the cooperation of all departments and offices of City government. Failure of any employee to cooperate shall be viewed as a direct violation of the City’s Employee Policies and Procedures Handbook and the employee shall be subject to the disciplinary actions set forth in those Policies.

IV.    Certain records are not public records. Those records which are not public records are specified in federal and state law or rulings of the Attorney General or Courts. The City of Bancroft will not make those exempted records available for public inspection.

**CONTACT:**

**SHANNON TUTHILL, CITY CLERK**
**4949 OLD BROWNSBORO ROAD**
**LOUISVILLE, KENTUCKY 40222**
**EMAIL:  CLERK@CITYOFBANCROFT.ORG**