

**RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF
THE CITY OF MOREHEAD, KENTUCKY**

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the City of Morehead, Kentucky are open for inspection by any person on written application to the City of Morehead, Kentucky. The City's main address is 314 Bridge Street, Morehead, Kentucky. The address for the Police Department is 105 East Main Street, Morehead, Kentucky.

Regular business hours are from ~~8:30~~ ^{8:00} a.m. to ~~5:00~~ ^{4:30} p.m., Monday through Friday, each week, except holidays.

Application forms for the inspection of public records will be furnished, upon request. Said forms shall be directed to the custodians of record. The designated custodians are:

Police Records:
Sue Helwig, Secretary
105 East Main Street
Morehead, KY 40351

All other City records:
Joni Mraz, City Clerk
314 Bridge Street
Morehead, KY 40351

Assistance in completing an application may be provided by a City employee upon request. Once completed, the open records request shall be directed to ~~the~~ *the proper custodian*.

Upon receipt of a request, said request shall be forwarded to the City Attorney for the City of Morehead. The applicant shall be advised within three days after receipt of a request for inspection of the availability of the records requested or the reasons the records requested are not available for public inspection.

An applicant within the city and/or County of Rowan may be required by the City of Morehead to inspect the public records described in the request within the offices of the City during the regular business hours. Suitable facilities will be made available for exercise of this right. At no time shall any applicant remove original public records from the offices of the City.

Copies of written material in the public records of the City shall be furnished to any person requesting them for a non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of nonwritten records, (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economical process not likely to damage or alter the record. Additionally, any requester requesting mailed copies shall also pay the cost of postage for mailing such copies. All costs shall be paid in advance of the receipt of said copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the City stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the City. The contract shall state the fee required by City to produce copies to be used for a commercial purpose.