



City of Mayfield, Kentucky  
211 E Broadway  
Mayfield, KY 42066  
270-247-1981  
openrecords@mayfieldky.gov

## PUBLIC RECORDS INSPECTION APPLICATION

(KRS 61.870-61.884)

- 1) Pursuant to the Kentucky Open Records Act, I request to inspect the following public records (be specific i.e. date & time, location and person/s involved) and specify format of records to be provided):

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- 2) Is the information requested to be used for commercial purpose?  Yes  No

Commercial purpose is the direct or indirect use of any part of a public record, in any form, for sale, resale, solicitation, rent, or lease of a service or any use by which the user expects a profit either through commission, salary or fee.

**If requested for commercial use, a certified statement indicating the commercial purpose for which the records will be used must be included with the request. Certification form attached.**

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Request for copies:  YES, I agree in advance to pay for copies of the above requested records as detailed in the Policy Fee Schedule

Request for inspection ONLY

Company Name \_\_\_\_\_

Name \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Responded: \_\_\_\_\_ By: \_\_\_\_\_

# RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF CITY OF MAYFIELD

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the City of Mayfield are open for inspection by any resident of the Commonwealth, as defined in KRS 61.870, on written application the City of Mayfield. The City of Mayfield's address is 211 E Broadway, Mayfield Kentucky 42066. Regular business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of public records of this agency will be furnished, upon request, by the custodian of records. The designated custodian of records for the City of Mayfield is the city clerk. Assistance in completing the application form will be provided by an employee in the city clerk's office, upon request.

Please direct all open records requests on the proper application form to:

City of Mayfield  
Attn: City Clerk's Office, Records Custodian  
211 E Broadway  
Mayfield KY 42066  
[openrecords@mayfieldky.gov](mailto:openrecords@mayfieldky.gov)  
270-247-1981

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection and shall be notified in writing no later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

An applicant within the county may be required by the City of Mayfield to inspect public records described in the written application within the offices of the City of Mayfield during the regular business hours. Suitable facilities will be made available for exercise of this right. At no time shall any applicant remove public records from the offices of the City of Mayfield.

Copies of written material in the public records of this agency 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. This cost may also include a copy made in order to redact certain information prior to providing the copy. All costs are required to be paid in advance of receiving the copies. Any requestor that resides outside of the county 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 Mayfield stating the commercial purpose for which the City of Mayfield stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the City of Mayfield. The contract shall state the fee required by the City of Mayfield to produce copies to be used for a commercial purpose.



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**CERTIFICATION OF COMMERCIAL PURPOSE  
 ADDENDUM TO  
 PUBLIC RECORDS INSPECTION APPLICATION**

Commercial purpose is the direct or indirect use of any part of a public record, in any form, for sale, resale, solicitation, rent or lease of a service or any use by which the user expects a profit either through commission, salary or fee.

Please state the commercial purpose(s) for which the records will be used: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Carefully read the following and sign the verification:

Kentucky Revised Statue 61.874 (5) states, it shall be unlawful for a person to obtain a copy of any part of a public record for a:

- (a) Commercial purpose, without stating the commercial purpose, if a certified statement from the requestor was required by the public agency pursuant to subsection (4)(b) of this section; or
- (b) Commercial purpose, if the person uses or knowingly allows the use of the public record for a different commercial purpose; or
- (c) Noncommercial purpose, if the person uses or knowingly allows the use of the public record for a commercial purpose. A newspaper, periodical, radio or television station shall not be held to have used or knowingly allowed the use of the public record for a commercial purpose merely because of its publication or broadcast, unless it has also given its express permission for that commercial use.

According to Kentucky Revised Statute 61.8745, a person who violated subsection (2) to (6) of KRS 61.874 shall be liable to the public agency from which the public records were obtained for damages in the amount of:

- (a) Three (3) times the amount that would have been charged for the public record if the actual commercial purpose for which it was obtained or used has been stated;
- (b) Costs and reasonable attorney's fees; and
- (c) Any other penalty established by law.

**VERIFICATION**

I, \_\_\_\_\_, state that I have read the forgoing Certification of Commercial Purpose-Addendum to public Records Inspection Application and that the statements therein are true and correct as I verily believe. I understand that falsification of this information is subject to penalties set out hereinabove. I also understand that if I am requesting copies for a commercial purpose or an attorney requesting body camera footage, I may be required to enter into a contract with the City of Mayfield in order to obtain this information and to pay a fee for the cost of the copies as well as the cost of staff required to produce a copy of the record(s) and cost to the City of Mayfield of the creation, purchase or other acquisition of the public record(s).

\_\_\_\_\_ Signature of Applicant  
 \_\_\_\_\_ Signature of City of Mayfield Representative \_\_\_\_\_ DATE



## CITY OF MAYFIELD, KENTUCKY

OPEN RECORDS

FEE SCHEDULE

### Copy Charge Schedule

Black and white  
Paper Copy 8.5 x 11

\$0.10/per page

CD/disk/audio tape  
Collision report

\$10.00

\$ 5.00

### Postage and Mailing Charge Schedule

Postage will be actual cost of mailing at current postage rates.