

Ordinance No. 21 - 2021  
AMENDING ORDINANCE NO. 4-2018

AN ORDINANCE FIXING THE RULES FOR THE REQUEST FOR PUBLIC RECORDS  
GOVERNING THE INSPECTION OF THE PUBLIC RECORDS OF THE CITY OF  
RUSSELL

BE IT ORDAINED BY THE CITY OF RUSSELL, KENTUCKY:

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 Russell.

1. All requests of inspection of public records of the City of Russell must be submitted to the City Clerk's Office, P O Box 394, Russell, KY 41169. Requests may be sent by mail or fax to (606)836-3795. ~~Requests for the City of Russell records sent to any other office of the City must be forwarded to the City Clerk's Office immediately.~~ A signed request may be submitted to the City of Russell Clerk via email at [Leslie.alexander@russellky.net](mailto:Leslie.alexander@russellky.net).

2. Pursuant to KRS 61.870 to 61.844, the public is notified that the public records of the Kentucky League of Cities (KLC) are open for inspection by any Resident of the Commonwealth, as defined in KRS 61.870.

The Request must be in writing and include the following information.

1. Name, mailing address and telephone number of the individual requesting to inspect the records.

2. The specific record(s) the requestor wishes to inspect or to receive a copy of.

3. 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. (A form is attached to aid citizens in making their request and also for City Departments to give out in response to requests.)

II. The Office of the City Clerk is the official custodian of all records of the City of Russell. Office hours are from 8:00 a.m. until 4:30 p.m., local time. Monday through Friday, except for recognized holidays and other times as may be established by the City Clerk for the efficient operation of the City Clerk's Office.

1. Upon receipt of a written request, the City Clerk's Office will respond within ~~three working~~ five business days. If the records requested are open for public disclosure the City will either provide copies of the requested records or set a time when a requestor may inspect the requested records. If the set time is not convenient for the requestor, the City Clerk's Office will attempt to coordinate a new inspection time convenient to all parties, but it may exceed ~~three working days~~ five business days. 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.

2. For public records requested in standard format for noncommercial purposes, the City Clerk may, at his or her 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.

3. For public records requested for commercial purposes, the City may require the requestor to enter into a contract which will include the fees charged by the City. The City will charge staff time required to produce copies of records. 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's office requires the cooperation of the departments and offices of City government.

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

V. Schedule of Fees.

Photo copies	\$0.10 per page. (legal or letter size)
Certified copies	\$1.25 per page
Notary Fee	No charge first document (residents) thereafter \$1.25 per notary document (residents) \$5.00 per notary document (non-residents)
Research fees	No charge for the first 2 hours. Thereafter \$20.00 Per hour (in 15 minute increments)
Photographs	\$15.00 plus cost of copies
CD/DVD	\$5.00 per CD/DVD

DATED THIS 28<sup>th</sup> DAY OF October, 2021

  
Samuel R. Simpson, Mayor

ATTEST:

Bessie Alexander  
CITY CLERK

FIRST READING: October 1, 2021  
SECOND READING: October 28, 2021  
Published: November 3, 2021

THIS ORDINANCE PREPARED BY  
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# CITY OF RUSSELL

FOURTH CLASS  
P.O. BOX 394  
RUSSELL, KENTUCKY 41169  
(606) 836-9666  
FAX (606) 836-3795

SAMUEL R. SIMPSON  
MAYOR

LESLIE ALEXANDER  
CITY CLERK

KENNETH HUDDLESTON  
CHIEF OF POLICE

BILLY C. SELVAGE, JR  
FIRE CHIEF

## Open Records Request

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested. Request must be legible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Delivery: \_\_\_\_\_ Pick Up \_\_\_\_\_ Mail \_\_\_\_\_ On Site Inspection

Payment Method: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order

Fees: See Ordinance No. 21 – 2021 for fee listing.

Delivery: Postage fees additional depending upon delivery type

### Agency Use Only

Date & Time records provided: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Received by: \_\_\_\_\_ Date & Time: \_\_\_\_\_