



NEWPORT

KENTUCKY

OPEN RECORDS REQUEST

Rules and Regulations pertaining to public records

A request for public records of the City of Newport may be obtained by submitting a written application on either the standardized form or any other form, which shall contain the following:

1. The name of the requesting party;
2. The physical or e-mail address of the requesting party;
3. Whether the request is for a commercial purpose;
4. A description of the documents requested;
5. A statement as to how the requesting party is a qualifying resident of the Commonwealth of Kentucky (either resides within the Commonwealth, is a domestic business entity with a location in the Commonwealth, is a foreign business entity registered with the Secretary of State, is an individual employed and works at a location within the Commonwealth, is an individual or business entity that owns real property within the Commonwealth, is an individual of business entity authorized to act on behalf of an individual or business entity qualifying, or, is a news-gathering organization as defined in KRS 189.635); and.
6. The signature of the requesting party.

The request and form may be submitted to the City Clerk as official custodian of the records at 998 Monmouth Street, Newport, Kentucky, 41071 or e-mailed to jrovno@newportky.gov, 859-292-3660. The standardized form that may be utilized to request public records is attached hereto and can be obtained by clicking on the link provided.

The City shall determine within five (5) business days from receipt of the request in which to appropriately respond.

To be posted in a prominent location and on the City's website



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OPEN RECORDS REQUEST FORM

(Please Print Clearly)

Name of Requesting Party: _____

Phone Number: _____

Physical Address: _____

E-Mail Address: _____

Is this Request for a Commercial Purpose: Yes _____ No _____

I desire to: ____ obtain ____ review copies of the requested public record documents.

Provide a description of the public record documents requested:

Provide a statement how you qualify as a resident of the Commonwealth Kentucky:

Requested this ____ day of _____, 20____.

Signature of Requesting Party

Hours of Operation: Monday thru Friday from 8:30 a.m. until 4:30 p.m. local time.

Requests for City of Newport, Kentucky public records documents must be made to the attention of the City Clerk. Requests will be accepted at the address listed above via regular mail, hand delivery, facsimile to 859-292-3669 or by e-mail to jrovno@newportky.gov. There is a \$0.10, per page (size 8 ½ x 11”), charge for copies for most documents produced. It may take up to five (5) business days after receipt of the Request to respond. You will be notified when the requested public record documents are ready or with a determination as to the reason for denial. You may be contacted at the phone number or e-mail address provided for the purposes of discussing your Request or for notification.