



COMMONWEALTH OF KENTUCKY
TOURISM, ARTS AND HERITAGE CABINET

REQUEST TO INSPECT PUBLIC RECORDS FORM
OPEN RECORDS REQUEST (KRS CHAPTER 61)

REQUESTOR'S INFORMATION:

Today's Date: _____

Printed Name

Company Name

Mailing Address, City/State and ZIP code

Phone Number

Fax Number

Email

I request to inspect document(s) pertaining to the following:

(Name of Party/Cabinet Agency/or description of documents. If more room is needed, please use a separate sheet of paper and attach it to this form).

Select One: Request for non-commercial or commercial purpose

If requested for commercial purpose, please describe the commercial purpose for which the records will be used:

I hereby certify the information provided in this request to be true and accurate.

Requestor's Signature

Print name and date

SEND REQUEST TO:
Tourism, Arts, and Heritage Cabinet
Office of Legal Affairs
500 Mero Street, 5th floor
Frankfort, KY 40601
Phone: (502) 564-4270
Fax: (502) 564-1079
Email: TAH.openrecordsrequest@ky.gov

Choose your preferred method of receiving documents (choose only one):
 Electronic (email) if responsive material is less than 5MB (free). If the material is more than 5MB, the cost is \$7.00 per flash drive.
 Paper Copies (.10¢ fee per page)
 Inspect documents onsite (free)
*Preference is not guaranteed and will be determined based upon the original format of the documents.