

SANITATION DISTRICT NO. 1 (SD1) PUBLIC RECORDS REQUEST (KRS Chapter 61)

I. REQUEST

A. Applicant Information – all sections must be completed by Applicant (please print clearly)

Applicant Name: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Email Address: _____

B. Records Requested – Please describe the records being requested. Attach additional sheets if necessary.

C. Format for Records Requested

- Inspection of records requested at SD1 office during normal business hours.
- Paper Copies. The minimum standard format is a copy not less than 8 ½ inches x 11 inches with at least one (1) color on white paper. For standard format copies a charge of \$0.10 per page, plus mailing costs, may be charged. For maps and large copies, \$2.50 per page may be charged.
- Electronic Copies. The standard format is a copy of electronic records provided in scanned PDF (read only) format or in a flat file electronic American Standard Code for Information Interchange (ASCII) format.

D. Delivery

- Will pick up upon notification
- US Mail
- Email

E. Purpose of Request

Non-Commercial Purpose. No part of the records requested will be used directly, in any form, for sale, resale, solicitation, rent, lease of a service, or any use by which the user expects a profit either through commission, salary or fee. Go to Section II, A and sign.

Commercial Purpose. All or any part of the records requested will be used directly, in any form, for sale, resale, solicitation, rent, lease of a service, or any use by which the user expects a profit either through commission, salary or fee.

State commercial purpose for which records will be used:

Go to Section II, B and sign.

Commercial Purpose – Exempt. Records requested shall be used in the preparation for prosecution or defense of litigation, claims settlement by the parties to such actions, or the attorneys representing the parties. Go to Section II, A and sign.

Commercial Purpose – Exempt. Records requested shall be used in the publication or related use of a public record by a newspaper or periodical, or shall be used by a radio or television station in its news or other informational programs. Go to Section II, A and sign.

AN APPLICANT WHO OBTAINS PUBLIC RECORDS IN VIOLATION OF KRS SECTION 61 MAY BE LIABLE TO SD1 FOR DAMAGES EQUAL TO 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 HAD BEEN STATED, COSTS AND REASONABLE ATTORNEY’S FEES, AND ANY OTHER PENALTY ESTABLISHED BY LAW.

II. APPLICANT’S SIGNATURE

A. Non-Commercial Purpose or Exempted Commercial Purpose

Applicant’s Signature: _____

Date: _____

B. Commercial Purpose, no exemptions

I understand that I am requesting copies of public records for only the commercial purpose stated in Section I, E and that I will be required to pay for the cost of the copies as well as the cost of the staff required to produce a copy of the records and/or the cost to SD1 for the creation, purchase or other acquisition of public records.

Applicant’s Signature: _____

Date: _____

Completed request form or other written application for public records must be sent to:

SD1 Records Management Department
1045 Eaton Drive
Ft. Wright, KY 41017

OR emailed to:

Records@SD1.org

SD1 Use Only

Date received in Records Management: _____ SD1 Staff: _____

Open Records Released
 Date: _____
 Notes: _____

Denied
 Date: _____
 Reason for Denial: _____

*Fees
 Commercial: \$ _____
 *Non-Commercial: \$ _____ (Standard Copies _____ Non Standard Copies _____)

*Payment is required prior to release of records.