

CITY OF CARROLLTON

RECORDS INSPECTION & COPYING POLICY

The City of Carrollton recognizes and complies with KRS 61.870 – 61.884
“OPEN RECORDS ACT”

1. The official repository for City of Carrollton’s records is the City Clerk-Treasurer’s office at City Hall at 750 Clay Street.
2. Records may be inspected during regular business hours between the hours of 8:00 A.M. to 4:30 P.M. on Mondays through Fridays except for observed holidays.
3. The official custodian of the City of Carrollton’s records is the City Clerk-Treasurer at City Hall at 750 Clay Street, Carrollton, Kentucky 41008.
4. The City’s charge is \$0.10 per page for copies or \$10 for ordinance disk.
5. Requests for inspection must be made on form #PR02-01: “Public Records Inspection Request.”
6. Records will not be permitted to be removed from the official repository at 750 Clay Street.
7. Copies will only be made for specified records listed on our form #PR02-01, “Public Records Inspection Request.” Section VII.
8. The City of Carrollton has three (3) days to produce the requested records for inspection, provide a reason for the delay, or a reason the request is denied.
9. If copies are requested to be mailed to a person whose residence or business is located outside of Carroll County, copies will be mailed only after all fees and cost of mailing have been received.
(KRS61.872(3)(b))

CITY CLERK-TREASURER
OFFICIAL RECORDS CUSTODIAN