

**RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF  
THE CITY OF HIGHLAND HEIGHTS, KENTUCKY**

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the City of Highland Heights, Kentucky (City) are open for inspection by any Kentucky resident on written request to the custodian of records. The request must include the name of the requesting party, a mailing or email address of the requesting party, a description of the documents requested, whether the request is for commercial purpose, a statement about how the applicant is a resident of Kentucky, and the signature (handwritten in ink or handwritten in DocuSign) of the requesting party. Regular business hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, each week, except holidays. An application form for inspection of public records is available on the City's website, [www.hhky.com](http://www.hhky.com), or will be furnished upon request to the custodian of records. The designated custodian of records for the City is Jeanne Pettit, City Clerk/Treasurer. Assistance in completing the application form will be provided by the custodian on request.

Please direct all open records requests to:

City of Highland Heights  
Attn: Jeanne Pettit, City Clerk/Treasurer  
176 Johns Hill Road  
Highland Heights, KY 41076

Email: [jpettit@hhky.com](mailto:jpettit@hhky.com)  
Phone: 859-441-8575

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) working days (weekends and holidays are excluded), after the custodian of records receives a request for inspection, of any reason the records requested are not available for public inspection.

An applicant within the county may be required by the City to inspect the public records described in the request within the offices of the City during regular business hours. Suitable facilities will be made available for the exercise of this right. At no time shall the applicant remove public records from the City's offices.

Copies of written material in the public records of the City shall be furnished to any person requesting them for non-commercial purposes, on payment of a fee of ten (10) cents per page; copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economical process not likely to damage or alter the record. All costs are required to be paid in advance of receiving copies. Any applicant requesting mailed copies shall also pay the cost of postage for mailing such copies in advance of the receipt of the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the City stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the City. The contract shall state the fee required by the City to produce copies to be used for a commercial purpose.

**Request to Inspect Public Records**

Pursuant to the Kentucky Open Records Act (“the Act”), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

**Requester’s contact information.**

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

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

E-mail Address (if applicable): \_\_\_\_\_

Records to be inspected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Statement regarding the use of public records.** KRS 61.870(4) defines “commercial purpose” as “the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee.” However, “commercial purpose” does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- NOT for a commercial purpose; or
- FOR a commercial purpose.

**Statement regarding residency.** I further state that I am a resident of Kentucky because I am (please check one):

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

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

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. See 40 KAR 1:040