



City of Newport

998 Monmouth Street, Newport, KY 41071
859-292-3668 www.newportky.gov

Open Records Request Form

Name: _____ Phone Number: _____

Address: _____

Email address: _____

I wish to obtain or review copies of the following public records:

1. _____
2. _____
3. _____
4. _____

Request dated this _____ day of _____, 20__.

Signature of Applicant

Requests for City of Newport documents must be made to the City Clerk's Office. Requests will be accepted via regular mail, via hand delivery, or via facsimile. Requests cannot be accepted via email. There is a \$.10 per page (Size 8 1/2" x 11") charge for copies of most public documents. It may take up to three business days for us to respond to your request. Please provide a phone number above so we can discuss your request.

Hours of Operation: Monday through Friday from 8:30 AM until 4:30 PM.

Reason for Denial:

1. The records requested are exempted by law from mandatory disclosure
2. The requested places are an unreasonable burden on the custodian in producing voluminous public records
3. Other reasons: _____

Disposition of Request

_____ Documents Reviewed Immediately
 _____ Copies Provided by _____
 _____ Request Denied on _____

Comments:

Total Cost \$ _____

Received By: _____

Date: _____