



City of Newport

998 Monmouth Street, Newport, KY 41071

Office of the City Clerk 859.292.3668 | Facsimile 859.292.3669

www.newportky.gov

Open Records Request Form

Please Print Clearly

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 at the address above via regular mail, via hand delivery, or via facsimile to 859.292.3669. Requests cannot be accepted via email. There is a \$0.10 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 that, if necessary, we can contact you to discuss your request and notify you when the records are ready.

Hours of Operation: Monday through Friday from 8:30 a.m. until 4:30 p.m.

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 \$ _____

Records

Received By: _____

Date: _____