



City of Maysville
216 Bridge St. – Municipal Building
Maysville, KY 41056
606-564-9419 fax 606-564-9416

Lisa R. Dunbar, City Clerk
ldunbar@cityofmaysville.com

Public Records Request Form

The following request is made under the Kentucky Public Records law KRS 61.870, et seq. and City of Maysville Code of Ordinances Chapter 30:

Date: _____

Name: _____

Organization represented (if any): _____

Address: _____

Phone: _____

Name of document(s) requested:

If the document name is unknown, provide brief, but specific description of document of information requested (note date of issuance and location of document, if known). A request, which is broad, vague or too voluminous, may cause a delay or denial of your request.

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 three working days after receipt of an application for inspection, of any reason the records requested are not available for public inspection.

Copies of written material and public records of the City shall be furnished to any person requesting them upon payment of the fees prescribed by the Code of Ordinances section 400.16, (f): \$0.10 per page.

Date: _____ Signature: _____

Filing instructions: Open Records Requests should be submitted to the City Clerk, 216 Bridge St., Maysville, KY 41056 or fax to 606-564-9416.

For office use only:

Request received by City Clerk on: _____ Responded: _____ Sent to: _____

Records request completed by: _____ Date: _____

Completed form to be filed with City Clerk.