



## **NOTICE**

### **RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE CITY OF CAVE CITY**

Pursuant to KRS §61.870 to 61.884, the public is notified that, as provided herein, the public records of the City of Cave City are open for inspection by any person on written application to the city clerk, whose address is 103 Duke St., from 9 a.m. to 3 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of public records of this agency will be furnished, on request, to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on 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 five (5) 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 in the public records of this agency shall be furnished to any person requesting them for a non-commercial purpose, 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 economic process not likely to damage or alter the record.

Applicants requesting copies of public records for a commercial purpose (KRS §61.874) shall provide a certified statement to the City of Cave 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 of the commercial purpose record.

This, the 11th day of September, 2012.

