

To be completed by requestor:

Please provide a detailed written description of the requested records:

[illegible]

Signature of Requestor: _____

To be completed by Planning Commission:

Information Requested to be Copied				
Type of Record	Copies to be made by		Unit Price per side	Total Cost
	JCCPC	Outside Source		
8 ½" x 11" black & white			\$0.10	\$
8 ½" x 11" color			\$0.25	\$
11" x 17" black & white			\$0.25	\$
11" x 17" color			\$0.50	\$
18" x 24" or 24" x 36" black & white			\$3.00	\$
18" x 24" or 24" x 36" color			\$5.00	\$
Other (please specify):			\$	\$
Total			\$	\$

- ☐ The following records are available for immediate inspection and duplication, and the following named staff member shall be responsible for assisting the Applicant.

Records to be made available:

Responsible Staff Member:

Staff Signature

- ☐ The requested records are not available for inspection and duplication at this time, for the following reasons:

Per KRS Chapter 61, the subject records will be made available to the Applicant on:

Date: _____ Time: _____ Place: _____

Responsible Staff Member:

Staff Signature

- ☐ The Applicant's request is denied for the following reason(s):

Responsible Staff Member:

Staff Signature

A written response denying the open request shall be forwarded immediately to the Attorney General.

Open Records - Policies & Procedures
Joint City-County Planning Commission of Nelson County

Pursuant to KRS Chapter 61, the Joint City-County Planning Commission has established the following policies and procedures for open records requests by interested persons:

1. Any person requesting open records may do so by visiting, in person, the Planning Commission's offices at 989 Chambers Boulevard, Bardstown, Kentucky, during regular office hours between 8:00 AM and 4:00 PM, Monday through Friday, and presenting such request to the Director.
2. Public records include all books, papers, maps, photographs, cards, tapes, discs, recordings, or other documentary materials, regardless of physical form or characteristic, which are prepared, owned, used, in the possession of, or retained by the Planning Commission. Specifically excluded from this definition are those records pertaining to:
 - a. A prospective location of a business or industry where no previous public disclosure has been made of such a business' or industry's interest in such location;
 - b. Other similar records confidentially disclosed to the Planning Commission;
 - c. Preliminary recommendations, drafts, and memoranda;
 - d. Information the disclosure of which is prohibited or restricted by federal or state law or regulation;
 - e. Information of a personal nature the disclosure of which would be clearly an unwarranted invasion of privacy;
 - f. Pending litigation; the disclosure of which might jeopardize the Planning Commission's position with regard to such pending litigation;
 - g. Any information the Director determines the disclosure of which would be potentially detrimental to the proper conduct of this agency; and
 - h. All other material and information specifically excluded by pertinent sections of the statutes.
3. In order to assist the Planning Commission in making available suitable facilities to accommodate the applicant's request, to permit the assignment of any staff personnel needed to provide assistance and information, and to ensure a timely and efficient response to such request, those persons requesting such records are required to present their request in writing on forms to be provided by the Planning Commission. If the nature of the request is such that the best interest of the applicant and the Planning Commission would be so served, the written form may be waived and the request may be satisfied informally.
4. The applicant shall be permitted to make those notes or abstracts from any of the records being inspected; and if the applicant requests copies of certain records, the Planning Commission will either make the copies directly or arrange to have them made by an outside source as expeditiously as possible. The applicant will be charged for any copies provided by the Planning Commission with cost to be determined by the bookkeeper to be sufficient to meet the actual cost incurred, excluding any personnel cost involved in making copies.
5. If, for any valid reason, the records requested to be inspected are not available, the applicant shall be immediately so notified; and the Director shall designate a place, time, and date when such records will be made available to the applicant. This date shall not exceed five (5) working days from receipt of the application, unless the applicant is provided an explanation of the cause for further delay.
6. In the event the Director determines that a request to inspect certain records shall be denied, such determination shall be made within five (5) working days of receipt of the application; and the applicant shall be notified in writing as to why the request was denied. The Planning Commission shall immediately forward a copy of this written notification to the Attorney General.