



# Open Records Request

Boone County Conservation District  
6028 Camp Ernst Road, Burlington, KY 41005

*In 1976, the General Assembly enacted the Open Records Act, KRS 61.870 to KRS 61.884, which establishes a right of access to public records. The General Assembly recognized that free and open examination of public records is in the public interest. All public records, whether they are stored in a computer or on paper, must be open for inspection unless the records are exempted by one or more of the fourteen exemptions found in the Act. You may inspect any nonexempt public record regardless of your identity, and you may seek enforcement of the Act if you are denied this right.*

## Requester:

[Insert full name and company, if appropriate.]

**Is the requester a Kentucky citizen?**      **Yes**      **No**

## Contact Information:

**Address:**  
[Insert full address, including zip code, if requesting a hard copy.]

**Phone Number:**  
[Insert phone number.]

**Email:**  
[Insert email if requesting a digital copy.]

## Request:

**Inspection**

**Copy/Duplicate**

If costs are assessed, the requester has a right to receive the estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ \_\_\_\_\_ ? If so, initial here: \_\_\_\_\_

**Delivery Preference:**      **On-Site Pick-Up**      **USPS First-Class Mail**  
**Digital/Electronic**      **Other:**

## Records Requested:

Please provide a detailed description of the record(s) requested, including: (1) type of record, (2) timeframe/dates for the records sought, and (3) subject matter or key words related to the records. Your record must provide enough detail to enable the Records Officer responding to the request to identify the specific records you are seeking. Example: Annual Financial Report for 2015-2016.

[Signature of Requester.]

[Date Submitted]