

## CITY OF WINDY HILLS OPEN RECORDS POLICY

City Hall for Windy Hills is located in the Summit Executive Suites, Suite 110, 4350 Brownsboro Road, Louisville, KY, 40207. The regular office hours are 11AM-2PM, Monday - Friday. The official custodian of records is Christine Haner, Clerk/Treasurer. Her email address is [info@cityofwindyhills.com](mailto:info@cityofwindyhills.com) and phone number is 502-895-4778.

### TO SUBMIT AN OPEN RECORDS REQUEST:

1. A request to inspect/receive public records shall be submitted via email by submitting it on this website: <https://cityofwindyhills.com/contact-2/>. If you are unable to submit your request online or via US Mail, please contact the office to arrange an alternative method.

2. A request to inspect records must be made in writing, with your first and last name legibly printed, contact information, and include a description of the records you wish to inspect and a statement of the way you are a resident of the Commonwealth as defined in KRS 61.870(10).

3. Requests may be made to inspect the public records during normal business or to receive copies of the public records. There may be costs associated with receiving copies of public records.

4. The Requestor may be charged for the actual cost of the media in which copies of public records are provided. Paper copies are ten cents (\$0.10) a page. Media also includes flash drives, CDs, DVDs, external hard drives, etc. If copies of the records requested must be provided on one of those media formats, the Requestor will be charged for the actual cost of the media. Fees may also be incurred for any mechanical processing required to provide the Requestor with copies of public records. The Requestor will be notified of the expected cost in providing copies of the public records requested prior to receiving the records. These costs must be prepaid prior to receipt of the records.

5. If it appears that a request is for a commercial purpose as defined in KRS 61.870(4), the Requestor will be asked to provide a certified statement identifying the commercial purpose for which the records will be used. If the request is for a commercial purpose, the Requestor could be required to prepay for the actual cost of the copies of the public records, staff time in creating the copies, and the cost incurred by Windy Hills in processing the request for public records.

Thank you for your compliance.