

City of Cynthiana

Open Records Request

PO Box 67
Cynthiana, KY 41031
Phone: (859)234-7150
Fax: (859)234-0035

Name: _____ Phone Number: _____

Address: _____

I wish to obtain review copies of the following public records:

Signature: _____ Date: _____

Requests to obtain or review copies of documents must be made to the office of the City Clerk. The cost for copies is 10¢ per page, \$10 per DVD.

Requests may be denied if:

1. The records requested are exempted by law from mandatory disclosure.
2. Producing the requested records places an unreasonable burden on the City Clerk.
3. Records requested are not already in existence
4. Other: _____

Disposition of Request

_____ Documents reviewed on _____

_____ Copies provided by _____

_____ Request denied on _____

Reason: _____

Total Cost \$ _____ Received by: _____

Date: _____