Commonwealth of Kentucky
Personnel Cabinet
Request to Inspect or Copy Public Records
OPEN RECORDS REQUEST

TO: Custodian of Records
Office of Legal Services
501 High Street, 3rd Floor
Frankfort, KY 40601
FAX: 502/564-7603

DATE: _____

I request to inspect personnel documents checked below pertaining to:

_____
(Name of party whose records are being requested, or description of record)

☐ Most Recent Application
☐ Most Recent PAN
☐ Other (Specify): _____

☐ Disciplinary Actions

Copies will be billed @ 10¢ per page + postage. If documents are to be mailed, payment may be made by personal check or money order make payable to the **Kentucky State Treasurer** and mailed to the Personnel Cabinet, State Office Building, 3rd Floor, 501 High Street, Frankfort, KY 40601. Cash payment may be made if documents are to be picked up. Documents will be released upon receipt of payment.

Signature _____ Printed Name _____

Address _____

Daytime Phone # (mandatory) _____ E-mail Address _____

DISPOSITION

☐ Request granted
☐ Request granted in part
☐ Records not found
☐ Request deferred (lacks specificity)
☐ Request denied

_____ Copies @ 10¢ per page= $ _____

Postage= $ _____
Total= $ _____

Signature of Custodian
Personnel Cabinet

Date

K.R.S. §61.878(1)(a) exempts records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy. Any information of a strictly personal nature will be redacted from any document containing such information as per K.R.S. §61.878(4). The Personnel Cabinet makes reasonable efforts to notify the subject of a request that a request is pending.