

## RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE CITY OF BENTON

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the City of Benton (hereinafter "Benton") are open for inspection by any Resident of the Commonwealth, as defined in KRS 61.870, on written application to Benton. Benton's main business address is 1009 Main Street, Benton, Kentucky 42025. Regular business hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of public records of this agency will be furnished, upon request, by the custodian of records and can be found online at the City of Benton web page. The designated custodian of records for Benton is the City Clerk for Benton. If needed, assistance in completing the application form will be provided by a Benton employee upon request.

Please direct all open records requests on the proper application form to:

City of Benton, Attn: Beth Cooper, City Clerk, 1009 Main Street, KY 42025, [bcooper@cityofbenton.org](mailto:bcooper@cityofbenton.org) or (270) 527-8677.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

An applicant within the county may be required by Benton to inspect the public records described in the written application within the offices of Benton during the regular business hours. Suitable facilities will be made available for exercise of this right. At no time shall any applicant remove public records from the offices of Benton.

Copies of written material in the public records of this agency shall be furnished to any person requesting them for a non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economical process not likely to damage or alter the record. All costs are required to be paid in advance of receiving the copies. Any requestor that resides outside of the county requesting mailed copies shall also pay the cost of postage for mailing such copies in advance of the receipt of the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to Benton stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with Benton. The contract shall state the fee required by Benton to produce copies to be used for a commercial purpose.