

Laurel County Occupational Tax Office

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**APPLICATION FOR OPEN RECORDS
REQUEST FOR RECORDS/DOCUMENTS**

Application:

1. Name: _____
(Print Name)

Address _____

2. Agency or organization represented:

3. Specific description of public records/document to be inspected

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____

4. _____
(date) (phone)

Applicant (signature)

RESPONSE:

1. Date application received _____

2. Your application for the open records/documents was
granted as to items #.

**3. Records/documents were mailed or made available for pickup on _____
(date)**

**Picked up by _____
(signature) (date)**

4. Your application for the records/documents on the open records request were denied for the following reasons:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

Effective June 29, 2021 only residents of the Commonwealth of Kentucky may make an open records request. Public agencies have 5 days from the date the request is received to respond.

***Additional information concerning exemptions and regulations for open records, go to Kentucky Office of the Attorney General**

***Copies of the request are ten cents (\$.10) per copy**