

# CITY OF LAGRANGE

307 WEST JEFFERSON STREET  
LAGRANGE, KENTUCKY 40031  
(502) 222-1433; FAX (502) 222-5875  
[www.lagrangeky.net](http://www.lagrangeky.net)

## OPEN RECORDS INSPECTION REQUEST (KRS CH. 61)

Date \_\_\_\_\_, 20\_\_

I request copies of the following document(s): (we will assume you are requesting copies of the documents, unless you specify otherwise) **Please be specific.**

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For additional space, please use the back of this form.

### **This request *is / is not* (circle one) for a commercial purpose, as defined in KRS §61.870.**

"Commercial purpose" means the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee.

"Commercial purpose" shall not include:

1. Publication or related use of a public record by a newspaper or periodical;
2. Use of a public record by a radio or television station in its news or other informational programs; or
3. Use of a public record in the preparation for prosecution or defense of litigation, or claims settlement by the parties to such action, or the attorneys representing the parties;"

Number of copies of each document requested @ \$0.25 per page: \_\_\_\_\_  
(\$5.00 per CD)

Enclosed \$ \_\_\_\_\_ Check  Money Order  Cash

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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### INTERNAL USE ONLY

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Date Picked-up \_\_\_\_\_ Time Picked-up \_\_\_\_\_

Payment received by \_\_\_\_\_