OGC-01
Rev. 5/2013

PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
REQUEST TO INSPECT PUBLIC RECORDS
PURSUANT TO KRS CHAPTER 61

Please return this form to: Department of Housing, Buildings and Construction, Attn: Records Custodian, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5412 or fax to 502-573-1057

Current Date:_____

I hereby request to ☐ inspect or ☐ receive copies of the following documents: (*please be specific*)

_____

_____

_____

_____

PROJECT NAME & ADDRESS: _____

_____

Submitted by: _____
Please print name clearly

_____
Signature of person requesting records

Please state if for a commercial purpose:

☐ Yes ☐ No

Company Name: _____

Address: _____

_____

Telephone: ( ) _____

Fax: ( ) _____

TO BE COMPLETED BY DEPARTMENT PERSONNEL

DISPOSITION

The following disposition of the above request is recommended:
☐ Copies of records cannot be made available until approximately _____.
☐ The records are available for inspection and copying 8 a.m. to 4:30 p.m. Monday-Friday.
☐ The attached records are what we have, as requested.

Total number of written documents: _____ @ _____

Total number of copies of non-written records: _____ @ _____

Total cost: _____ Cash ☐ Check ☐ Money Order ☐

APPROVED FOR MAILING:

_____
Records Custodian Date

_____
Program Manager Date

_____
Section/Division