



**PUBLIC RECORDS  
OFFICE OF THE CITY CLERK  
CITY OF SOUTHGATE, KENTUCKY**

**CUSTODIAN:** Brandi Barton, City Clerk  
In the Absence of the City Clerk:  
Ivey Haas, Assistant City Clerk  
122 Electric Ave. Southgate, KY 41071  
859-441-0075  
Clerk @southgateky.org

**Hours of Operation:** 8:00 am – 4:00 pm, Monday - Friday

**PROCEDURE:**

1. All requests for copies or review of public records **must** be made in writing. A request may be sent electronically to the Record Custodian's email address identified above. Requests may also be mailed to the Agency or hand delivered to the Agency's address identified above.
2. The following requests for public records are exempt from the written application and information regarding these records may be obtained via telephone or in person:  

Information contained within the Tax Roll  
Verification of payment or non-payment of property tax  
Assessments i.e.; taxes, waste collection fees; tangible  
taxes, miscellaneous assessments or fees
3. The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within five (5) business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under KRS Chapter 61. When a response is delayed, the notice shall specifically indicate that additional time is required to process the request and explain the circumstances justifying additional processing time.
4. The Records Custodian shall determine whether the requester has reasonably described records within the possession of the Agency. If no such records are identified, the request may be denied on those grounds. However, if it is reasonably believed that another public agency is in possession of the record described in the request, the Records Custodian shall refer the requester to the appropriate records custodian, providing their names and contact information.
5. If it is determined that the records are within the Agency's possession, the Records Custodian shall gather them. Records that are responsive shall be

segregated from nonresponsive records (i.e.: records not requested). Records will be examined to determine which records, if any, are exempt from disclosure and make appropriate redactions.

6. If the Records Custodian determines that the records request should be denied in whole or in part, the requestor shall be notified with an explanation for the decision to withhold any record, citing the specific exemption in statute as the basis for withholding. If any part of a request for records is denied, the Records Custodian shall confer with legal counsel to ensure accuracy in applying the law.
7. If the request places an unreasonable burden for producing public records, or if the Records Custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the Agency, the Records Custodian may refuse to produce the records upon conferring with legal counsel prior to denying the request.
8. When responsive records are to be transmitted electronically to the requester, there is no charge to the requestor. However, if the responsive material is more than 8 megabytes, the document will be produced via compact disc (CD) and mailed to the requestor. Prior to mailing, the Records Custodian shall provide an invoice to the requester for production and postage. The fee for each CD is \$ \_\_\_\_ Which is the actual cost of each CD. A CD will be mailed upon receipt of payment.
9. When responsive records are to be mailed to the requester, the Records Custodian shall first provide an invoice to the requester for production and postage. Printing costs are \$0.10 per page, and additional fees shall be justified on the invoice. Copies of photographs, maps, and other such records shall be furnished to any person requesting them on payment of a fee equal to the Agency's actual cost to produce the copy. Estimated costs shall be given to the requester before costs are incurred. After the invoice is paid, the Records Custodian shall produce the responsive records to the requester.
10. If the requester wishes to personally inspect responsive records at the Agency's location, the Records Custodian shall facilitate scheduled time and place between 8:00 am and 4:00 pm Monday through Friday. The Records Custodian or an employee of the Agency shall be present and personally monitor the inspection.