

NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF PUBLIC RECORDS OF THE OFFICE OF **GRAVES** COUNTY CLERK

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the Office of **Graves County** Clerk are open for inspection by any person upon written application to County Clerk **Kimberly D Gills**, official custodian of the public records of the aforementioned office or to a designated deputy clerk in the county clerk's absence. Application can be made during regular business hours of the county clerk's office – **Monday 8a.m. to 5:30 p.m. Tuesday through Friday 8 a.m. to 4:30p.m. Except holidays.**

Application forms for the inspection of the public records of this agency will be furnished upon request to any person by an employee in this office or may be obtained from the Kentucky Attorney General's website at ag.ky.gov. Assistance in completing the application form will be provided upon request.

All requests should be made in writing and at minimum include:

- a. The signature of the applicant.
- b. The legible, printed name of the applicant.
- c. A mailing or email address of the applicant, if copies are requested.
- d. Whether the records will be used for commercial purposes.
- e. A clear description of the records requested.
- f. A statement that the person making the request is a resident of the Commonwealth of Kentucky as described in KRS 61.876(10).

Written requests may be delivered in person to the county clerk's courthouse office or mailed to **101 East South St Suite 2 Mayfield, KY 42066**; email requests for records should be sent to kim.gills@ky.gov and shall include all the necessary information cited previously.

By statute, we reserve the right to ask if the records in question will be used for commercial purposes or refuse requests from non-residents of Kentucky.

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 working days after receipt of a completed application for inspection of any reason the records requested are not available for public inspection.

Records may be examined in the office at no charge. Copies of written material in the public records of this agency shall be furnished to any person requesting them upon payment of a fee of 10 cents a page **(or 50 cents per page for commercial requests)**. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished upon request, upon payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record. Any postage required for mailing records will be the responsibility of the applicant. Some fees may be incurred even for digital delivery of records. All associated fees must be paid prior to receipt of the requested information.

For further information, you may call **270-247-1676**

Kimberly D Gills, County Clerk