

# City of Worthington Hills

## Open Records Request Instructions

Properly complete and submit a compliant [“Request to Inspect Public Records”](#) form.

Or

Submit a statutorily compliant “Open Records Request”, which shall include all of the following information :

- The requesting party’s name, address, and email address (if copies are requested);
- Precise identification of records to be inspected;
- A statement indicating whether the records will be used for a commercial purpose;
- A statement that the requesting party is a resident of the commonwealth pursuant to KRS 61.870(10);
- Explanation of how the requesting party qualifies as a resident of the commonwealth pursuant to KRS 61.870(10); and
- Signature and date.

Open Records Requests may be hand delivered to any City Official or;

Mail To:

**or**

Email To:

**City of Worthington Hills**

**PO Box 22586**

**Louisville KY 40252**

**clerk@cityofworthingtonhillsky.gov**

[Link to instructions and contract for making commercial purpose open records requests.](#)