

COMMONWEALTH OF KENTUCKY REQUEST TO INSPECT PUBLIC RECORDS

DATE: _____
NAME: _____
COMPANY NAME: _____
ADDRESS: _____
TELEPHONE NO. _____ Signature of Custodian
SIGNATURE: _____

PROCEDURES:

1. Complete all information requested on form.
2. Is requested information:
 - a. From a database or geographic information system? YES ☐ NO ☐
 - b. For Commercial use? YES ☐ NO ☐
3. If the answer to question 2b is YES, the commercial purpose for which the requested information shall be used is:
4. All files **MUST** be returned to file room personnel by 4:15 PM on day of inspection.
5. Copying charges are as follows:
 - a. 10 cents per page
 - b. MAPS: Engineering Bond paper - \$3.00 / Mylar - \$10.00 / **Color maps-\$10.00**
 - c. TAPES: Audio cassettes - \$2.00 (60 minutes) /VCR Tapes - \$3.00 (VHS-120) /CD's - \$2.00 /DVD - \$5.00
6. A US Postal mailing charge will be added according to weight to any copies that are to be mailed
7. Checks and money orders must be written to **KENTUCKY STATE TREASURER.**
Payment must be received prior to release of any copied material.
8. Methods For Sending Request:
 - Mail: Mine Reclamation & Enforcement or Non-Coal Branch, 300 Sower Boulevard, Frankfort, KY 40601
 - FAX: (502) 564-4245, ATTN: DMRE Open Records Coordinator
 - E-Mail: **eec.kora@ky.gov**

I REQUEST TO INSPECT THE FOLLOWING FILES PERTAINING TO THE COMPANY NAME AND PERMIT NUMBER(S) LISTED BELOW:

COMPANY NAME	PERMIT NO.	INFORMATION DESCRIPTION/COMMENTS

DISPOSITION OF REQUEST:

For Department of Natural Resources – Division of Mine Permits –Administrative Support Section Use Only

Date Completed: _____
Disposition: ☐ Viewed; ☐ Copied - _____ pages _____ maps _____ audio tapes _____ video tapes
☐ Mailed – Date: _____ ☐ Picked Up – Date: _____
Total Amount: _____ Payment: Cash ☐ Check ☐ # _____ Money Order ☐ # _____