

# PUBLIC NOTICE

## INFORMATION AND PROCEDURES FOR REQUESTING PUBLIC RECORDS

THE PRINCIPAL OFFICE OF THE CITY OF NEW CASTLE IS LOCATED AT 31 EAST CROSS MAIN STREET, NEW CASTLE, KENTUCKY. THE MAILING ADDRESS FOR THE CITY OF NEW CASTLE IS PO BOX 390, NEW CASTLE, KENTUCKY, 40050. THE PHONE NUMBER FOR THE CITY OF NEW CASTLE IS 502-845-5750.

THE HOURS OF OPERATION FOR CITY HALL ARE MONDAY THRU FRIDAY FROM THE HOURS OF 7:30AM TO 4:00PM.

THE CITY CLERK/TREASURER IS LYNN ADAMS.  
THE EMAIL ADDRESS FOR THE CITY CLERK/TREASURER IS:  
[ladams@newcastleky.com](mailto:ladams@newcastleky.com)

The fees charged for copies is .10 per page, unless the fee is waived by the City Clerk.

To request public records from the City of New Castle please refer to the sample form below. This form or a similar form may be used or the request may be hand written as long as it contains the information in the sample form.

If you have any questions about making a request, please contact the City Clerk at 502-845-5750.

**Request to Inspect Public Records**

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

**Requester's contact information.**

Name: [REDACTED]

Mailing Address: [REDACTED]

E-mail Address (if applicable): [REDACTED]

Records to be inspected:  
[REDACTED]

**Statement regarding the use of public records.** KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- NOT for a commercial purpose; or
- FOR a commercial purpose.

**Statement regarding residency.** I further state that I am a resident of Kentucky because I am (please check one):

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: [REDACTED] Date: [REDACTED]