



## PUBLIC RECORDS REQUEST FORM

Pursuant to KRS 61.870 to 61.884, the Kentucky Public Protection Cabinet believes in good government, and that includes providing transparent access to those who request to view our public records. The KRS does not require records custodians to compile information or create or recreate records that do not exist.

**To: TARC Custodian Public Records Request**  
1000 West Broadway, Louisville KY 40203

You may return this form via email, mail, or in-person delivery.

**1. From:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**2. Is the requestor a Kentucky citizen?**  Yes  No

**3. Request:**

Inspection (The KRS does not permit fees or require a written request for inspection only.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ \_\_\_\_\_? If so, initial here: \_\_\_\_\_.

**4. Delivery preference:**

On-Site Pick-Up  USPS First-Class Mail

Electronic to this email address \_\_\_\_\_

Other: \_\_\_\_\_

TARC will attempt to honor your preference but cannot in all cases guarantee delivery by a particular method.

**Records Requested:**

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the KRS, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

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\_\_\_\_\_  
Signature of Requestor & Date Submitted

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Signature of Public Records Request Coordinator & Date Received

# TARC Open Records Request Policy and Procedure

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**PURPOSE:** This policy sets forth the procedure to make an Open Records Request to TARC and costs associated with the production of copies of such documents.

**PROCEDURE:**

A request to review records shall be made in writing as follows:

1. Complete the [Public Record Request Form](#)
2. Send an email to [OpenRecordsRequest@ridetarc.org](mailto:OpenRecordsRequest@ridetarc.org); or
3. Mail or hand-deliver a written request to: TARC, Attention Open Records Request, 1000 W Broadway, Louisville, KY 40223.

The official custodian of TARC's public records is the General Counsel or his or her designee.

Requestor shall include in an Open Records Request:

1. Date of request; and
2. Requestor's name, address, email, contact phone number and place of employment or business (if applicable); and
3. Specific detail of the records that requestor seeks (i.e., timeframe, type of events, documents and/or actions); and
4. Designate whether the request is for a commercial or non-commercial purpose.

Records may be made available for inspection during regular business hours, which is between 8 a.m.– 5 p.m.

Requestor may request copies of any public record. The costs of copies of such records for a **noncommercial purpose** shall be based on the cost of reproduction, including the costs of the media, (CD, DVD, thumb drive, etc.) and any mechanical processing cost incurred or otherwise allowed in KRS 61.874(3). Requests for **commercial purposes** shall be charged according to the provisions of KRS 61.874(4).

The official custodian shall comply with requirements of KRS 61.870-884 in administration of this policy.