

NOTICE
**Administrative Regulations Governing Inspection of the Public Records
of the City of Bowling Green, Kentucky**

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the above-named agency of the Commonwealth of Kentucky are open for inspection by any person on written form or via email to the Office of City Clerk, official custodian of the public records of the City of Bowling Green, whose address is 1001 College Street, Bowling Green, Kentucky 42101 and email is CityClerkOpenRecords@bgky.org. Requests shall be completed for any requestor who is a Resident of the Commonwealth, as defined in KRS 61.870.

All records relating to the Police Department shall be requested and obtained from the Records Division of the Police Department located at 911 Kentucky Street, Bowling Green, Kentucky 42101.

All building permits, inspections and related records may be requested and obtained from the Neighborhood and Community Services Department, Building and Inspections Division located at 707 E. Main Avenue, Bowling Green, Kentucky 42101.

All records relating to business/occupational licenses may be requested and obtained from the Finance Department, Licensing Division located at City Hall Annex, 1017 College Street, Bowling Green, Kentucky 42101.

Office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays. Forms for the inspection of the public records of this agency and each division will be furnished on request to any person by an employee of this agency. Assistance in completing the form will be provided by an employee on request.

Requestors for the inspection of public records shall be notified in writing no later than five (5) working days after receipt of a request for inspection of the availability of the records requested for inspection, and if any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents per page, unless obtained for a commercial purpose, in which case the fee starts at \$1.00 per page and up. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on 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. If documentation is provided electronically, there shall be no charge, unless it is for a commercial purpose or in a non-standardized format.

This the 29th day of June, 2021.



Ashley Jackson, City Clerk