

**NOTICE**  
**ADMINISTRATIVE REGULATIONS GOVERNING**  
**INSPECTION OF THE PUBLIC RECORDS OF**  
**WINCHESTER MUNICIPAL UTILITIES**

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above-named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to Kenneth Dryden, General Manager, official custodian of the public records of Winchester Municipal Utilities whose address is 150 N. Main Street, P.O. Box 4177, Winchester, KY 40392-4177, from 7:00 a.m. to 4:00 p.m., Monday through Friday, each week, except holidays.

Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request. Email requests for records should be sent to [directors@wmutilities.com](mailto:directors@wmutilities.com) and should include a mailing address.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) business days (excluding holidays and weekends) after receipt of an application for inspection of 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 fifteen (15) cents a page (copy charge may vary for sizes other than 8.5"x11") plus postage, if mailing is required; 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. Copies may be picked up at Winchester Municipal Utilities, Administration Building, 150 North Main Street, Winchester, Kentucky.



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WMU General Manager

**Winchester Municipal Utilities  
Open Records Request Form**

**Section 1: Open Records Request Information**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Type of Open Records Request:  Inspection/Review of Records  
 Duplication of Records (copies)  
(fee charged to cover copy cost)

Records Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: WMU Response to Records Inspection/Review Request**

- The requested records are available for inspection and may be viewed at Winchester Municipal Utilities, Administration Building, 150 North Main Street, Winchester, Kentucky, at the date and time indicated below:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

I understand that records may not be removed from the location stated above.

**Section 3: WMU Response to Request for Duplication of Records (Copies)**

- Copies of records requested in Section 1 above are provided at a cost of \$0.15 per page copied (copy charge may vary for sizes other than 8.5"x11") plus postage, if mailing is required. Copies may be picked up at Winchester Municipal Utilities, Administration Building, 150 North Main Street, Winchester, Kentucky, at the date and time indicated below:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Section 4: Settlement of Open Records Request**

Amount Due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Records Received  
or Inspected By: \_\_\_\_\_ Applicant  
Custodian of  
Records: \_\_\_\_\_ WMU Representative