

# Nelson County E911 Dispatch Center Open Record Request

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**\* All requests must contain a signature. Pursuant to the Kentucky Open Records Acts: KRS 61.878(1) the recipient has three (3) days in which to respond to this request, excluding weekend and holidays.\***



You May Mail, Fax, or E-mail Your SIGNED request To:  
**Nelson County E911 Dispatch Center**  
**214 Plaza Drive**  
**Bardstown, KY 40004**  
**Fax: (502)348-4285**  
**E-mail: nce911.openrec@hotmail.com**

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The cost for Open Record Requests: .10 cents per copy or \$5.00 per compact disc recording and postage.  
Request filed via email: \$5.00 for audio and .10 cents per page.

## Requesting Party's Information

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Requested Incident Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Description of Requested Records: \_\_\_\_\_

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**Requesters Signature:** \_\_\_\_\_

(DO Not write Below- The Following is to be completed By Dispatch Personnel)

Received Date & Time: \_\_\_\_\_ Response Date & Time: \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Denial of Request by City or County Attorney or Official & Basis for Denial: \_\_\_\_\_

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Method of Delivery: \_\_\_\_\_ Number of Pages: \_\_\_\_\_ Audio CD: \_\_\_\_\_ AMT Paid: \_\_\_\_\_

**Request Prepared By:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_