

**NORTHERN KENTUCKY WATER DISTRICT**  
**REQUEST TO INSPECT PUBLIC RECORDS**  
**(KRS Chapter 61)**

1. I request to inspect the following document(s) for the dates between \_\_\_\_\_ and \_\_\_\_\_ (please be as specific as possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Number of copies of each document requested: \_\_\_\_\_  
*(NOTE: Copies of written material 8 1/2 x 11 to 11 x 17 are \$0.10/page. Copies of large format written material over 11 x 17 are \$2.00 each. No charge for electronic copies sent via e-mail. No charge for requests under \$5.00; requests over \$5.00 will be invoiced. Electronic material requested by mail will be charged for actual cost of producing copies.)*

3. Name: \_\_\_\_\_ (please print clearly)  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4. I would like the records provided in the following format:  
 Electronic (CD or via e-mail)  
 Hardcopy

Delivery:  
 Will pick up (will notify when records are ready)  
 Please mail (I agree to pay postage costs, please initial: \_\_\_\_\_ )  
 Send via e-mail (be sure e-mail address is provided above)

5. Will records be used for commercial use? Yes  No

6. If answer to question 5 is yes, please state the commercial purpose for which the requested information shall be used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information set forth in item 6 is true and correct to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit in writing to:  
Northern Kentucky Water District  
**Attn: Official Custodian of Records**  
2835 Crescent Springs Road  
Erlanger, KY 41018

**DISPOSITION**

The following disposition was made of the above request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of NKWD Custodian: \_\_\_\_\_ Date: \_\_\_\_\_