

Public Records Requests

Pursuant to KRS 61.870 to 61.884, the public records of Lexington Center Corporation (“LCC”) are open for inspection by a resident of the Commonwealth of Kentucky (as defined in the Kentucky Revised Statutes), upon submission of a **letter/application** to Laura Alexander, who is the designated custodian of the public records of LCC.

LCC also requires that requests to inspect its public records include the following:

- **Signature** of the applicant
- Applicant’s **name printed legibly** on the application
- Evidence satisfactory to LCC’s records custodian that the requesting party is a **resident of Kentucky**, if applicable
- **Description of the specific records** requested

LCC’s office hours are from 8:30 a.m. – 4:30 p.m., Monday-Friday, except holidays.

Applicants for the inspection of LCC’s 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) working days after receipt of the letter/application for inspection of any reason the records requested are not available or eligible for public inspection.

Applicable fees shall be determined in accordance with KRS 61.874. For requests for non-commercial purposes:

- Copies of standard format written public records shall be furnished on payment of a fee of \$0.15 per page
- Copies of non-written public records or nonstandard format public records shall be furnished upon payment of a fee equal to the actual cost of producing copies of such records by a process not likely to damage or alter the record
- Applicants are required to pay applicable postage fees if documents are mailed

For requests for commercial purposes, applicants may be required to provide and certified statement of the commercial purpose, enter into a contract with LCC and pay the fee specified by LCC.

PUBLIC RECORDS REQUEST APPLICATION/FORM:

The Kentucky Attorney General has created the [attached form](#). If you wish to use this form, please complete it and submit it to the contact information below.

Letters/Applications must be **hand delivered, mailed or e-mailed** to:

Lexington Center Corporation
Attn: Laura Alexander
Custodian of Public Records

430 West Vine Street
Lexington, KY 40507
Email: LAlexander@centralbankcenter.com
Phone: (859) 551-3009