

USES OF DATA

ALL DATA GATHERED BY THE CITY OF BLOOMFIELD IS TO BE TREATED AS CONFIDENTIAL. No information will be furnished to anyone except that which is necessary for the operation of the city or water company. Specifically, lists of any kind (verbal or written) will not be furnished to anyone. All employees will obtain the written authorization of the Mayor before using or furnishing information for any purpose other than its intended use. Public Record information is available to anyone and will be furnished upon request at the address below. Response to information requested under the Open Records Law will be handled as require by law.

OPEN RECORDS MAY BE VIEWED AT:

**OFFICE OF THE CITY CLERK
City Hall, 141 Depot St.
P. O. Box 206
Bloomfield, Kentucky 40008**

Office hours are 8:00 a.m. - 4:00 p.m., Monday – Friday.

PROCEDURE FOR VIEWING PUBLIC RECORDS:

1. Submit a written request that includes your name and address to the City Clerk's Office.

Name: _____ Address: _____

2. Specify the document/s you wish to view: _____

3. Allow a maximum of three (3) business days for a reply.

4. Pay a fee authorized by **KRS 61.874**; Copies of documents may be obtained at a cost of \$.10 each page.

Signature: _____ Printed name: _____