

**EXECUTIVE ORDER NO. 2025-03
OFFICE OF THE MAYOR
CITY OF LONDON, KENTUCKY**

SUBJECT: Open Records Request Procedures

WHEREAS, the City of London is committed to ensuring transparency and compliance with the Kentucky Open Records Act; and

WHEREAS, it is necessary to establish a clear and consistent process for residents of Laurel County and Kentucky to request and obtain public records while maintaining the integrity and security of city documents;

NOW, THEREFORE, I, Randall Weddle, Mayor of the City of London, by the authority vested in me, do hereby order the following procedures for open records requests:

1. Submission of Requests

- Open records requests from **residents of Laurel County or the Commonwealth of Kentucky** may be submitted **in person, electronically, or by mail** to the Office of the City Clerk.
- Requests submitted in person shall be made at **City Hall, Office of the City Clerk, 501 South Main Street, London, KY 40741**.
- All requests must be submitted using the **Attorney General's standardized Open Records Request Form**, which is readily available for public use. *See KRS 61.876 (4)*
- Requests shall be made during regular business hours: **Monday through Friday, 8:00 AM – 4:00 PM**.

2. Review of Records

- **All Laurel County residents shall appear in person to review records** before any copies are made.
- No copies will be provided until an in-person inspection of the records has been completed.

3. Copying and Mailing of Records

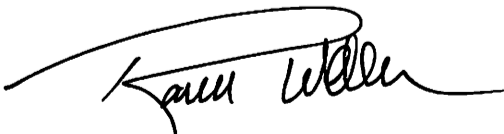
- After in-person review, if copies are requested, the requestor must provide a valid mailing address.
- Copies will **only be mailed** following the in-person inspection.
- A fee of **\$0.10 per page** shall be charged for copies, in addition to the cost of postage.
- Fees are payable at the time of request submission.
- Individuals exempt under **KRS 61.878** shall not be subject to these fees.

4. Point of Contact

- All requests shall be directed to the **Office of the City Clerk** at the address stated above.

This Executive Order shall take effect immediately upon its issuance and remain in full force unless modified or rescinded by further order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of London to be affixed this **10th day of February, 2025**.



**Randall Weddle
Mayor, City of London**