



## Open Records Request

Pursuant to Kentucky's Open Records Act, (the Act) KRS 61.872, et seq., the public records of the Louisville Regional Airport Authority are open for inspection upon request through an Open Records Request (ORR).

An ORR must be submitted with the applicant's name printed or typed legibly and must be signed and dated by the applicant. It must describe the records (information) that are being requested. ORRs may be submitted by email, fax, hand delivery or mail.

### By Email

To email an ORR, please send it (with applicant's name, date and signature) to [OpenRecords@FlyLouisville.com](mailto:OpenRecords@FlyLouisville.com).

Note: An email with an applicant's full name is acceptable as its signature.

### By Fax

To fax an ORR, please send it (with applicant's name, date and signature) to (502) 367-0199, attn.: Natalie Chaudoin, Public Relations Director.

### By Mail or Hand Delivery

To mail or hand deliver an ORR, please send or deliver it (with applicant's name, date and signature) to:

Natalie Chaudoin  
Public Relations Director  
Louisville Regional Airport Authority  
700 Administration Drive  
Louisville, KY 40209

The Airport Authority will then respond in writing within five (5) days after proper receipt of your request. For example, if received on a Thursday before 4:30 p.m. EST, assuming no intervening holidays, the response would be mailed by the following Tuesday.

The response will identify what (if any) public records the Airport Authority maintains that are responsive to the request, what (if any) public records the Airport Authority declines to produce, and why those records are excluded from the Act's general disclosure obligations.

The applicant may then choose to obtain copies or to inspect the public records that the Airport Authority makes available in the Airport Authority



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office during normal business hours. If records are maintained electronically, the applicant may request the records be made available in electronic format and the Authority will provide them via email if possible, or on a Compact Disc or USB flash drive that may be retrieved at the Airport Authority Offices or sent via USPS.

Copies of public records will be provided with advance payment of \$.10 per page (for a standard- size paper format), plus postage if the applicant chooses to have the records mailed.

Electronically stored records may be provided electronically, upon request, plus postage if the applicant chooses to have the records mailed.

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For questions regarding the Airport Authority's ORR process or an ORR previously submitted, please contact:

Natalie Chaudoin  
Public Relations Director  
(502) 363-8507  
[Natalie.Chaudoin@FlyLouisville.com](mailto:Natalie.Chaudoin@FlyLouisville.com)