



**Request Form for the Inspection of Records of the University of Louisville
under the Kentucky Open Records Act**

If you wish to inspect University records, you may submit your request via this form, which can be printed and filled out by hand, or you may go to the [online form](#). You should mail, fax, or deliver the printed form to the University Archives and Records Center, Ekstrom Library 400, University of Louisville, Louisville, KY 40292, which is open M-F, 8:00-4:30, excluding holidays. If you make your application in person and the requested records are not available for your inspection at that time, a written response containing instructions on how you can review the records will be mailed to you within three working days. You may request copies, which will be provided upon payment of a standard fee. If all or any part of your request is denied, then the written response will explain the denial. You may appeal any denial of your request to the Attorney General of the Commonwealth of Kentucky. If you have any questions about this form, the University's procedures, or your request, you may contact the Open Records Officer at 502-852-6674, or via [email](#).

Please print:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Description of Records Requested (Please be as specific as possible):

Signature of Applicant

Date