



**BLUEGRASS INSTITUTE
FOR PUBLIC POLICY
SOLUTIONS**

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October 26, 2011
John Bureaucrat
The Committee on Agencies
1234 Main St.
Freedom KY, 12345

Mr. Bureaucrat,

Pursuant to the state open records law section KRS 61.870 to 61.884 and 61.991, I write to request access to and an **electronic** copy of:

The check registers outlining expenses by vendor, date, amount, and description for the 2009 and 2010 accounting years provided in CSV format or Excel worksheet(s).

If your office or direct reports do not maintain these public records, please let me know who does and include the proper custodian's name and address.

As provided by the open records law, I will expect your response within three (3) business days. If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely.

Please feel free to contact me at the email address below. Thank you for your assistance.

Sincerely,

John Smith

freedomkentucky@email.com