

# Chief's Directive

C.D. Number: 07-11-25-001	Effective Date: 7/11/2025
Subject: Open Record Requests	
By Order of Colonel Kevin Fletcher, Executive Deputy Chief	

## I. PURPOSE

The purpose of this directive is to address the Open Records Request process. Public policy requires the “free and open examination of public records”. KRS 61.871. Accordingly, we must respond effectively and efficiently to records requests in a consistent and coordinated manner.

## II. PROCEDURES

1. Open records requests may be submitted
  - a. by mail to: AMFEMS HQ 108 Urton Lane Louisville, KY 40223
  - b. by hand during regular office hours to: AMFEMS HQ 108 Urton Lane Louisville, KY 40223
  - c. by facsimile: (502) 245-8086
  - d. by email to: [openrecords@AMFEMS.org](mailto:openrecords@AMFEMS.org)
2. Upon receipt of any open records request, the request will be forwarded to the Executive Administrative Assistant as soon as possible and within 24 hours.
3. The Executive Administrative Assistant will maintain tracking records of each request and forward the request to the appropriate Bureau or individual responsible for the relevant information and copy the Executive Deputy Chief.
4. The individual that is assigned the open records request shall review the request and determine:
  - a. If the request can be fulfilled. If AMFEMS receives a request for information held by another agency, AMFEMS is required to attempt to direct the requestor to the correct agency. KRS 61.872(4)
  - b. The estimated time needed to fulfill the records request.

