



NOTICE

POLICIES AND PROCEDURES OF OLDHAM COUNTY FISCAL COURT CONCERNING OPEN RECORDS PURSUANT TO KRS 61.876

It is the intent of the Oldham County Judge-Executive's office to conform with the requirements contained in KRS 61.870 to 61.884, to provide full access to public records, to protect public records from damage and disorganization, to prevent excessive disruption of its essential functions, to assist and provide information upon request, and to ensure efficient and timely action in response to application for inspection.

To do so, please be advised as follows:

- (1) The Oldham County Judge-Executive's office designates the following Records Custodian:

Deputy Judge-Executive
100 W. Jefferson Street, Suite 4
La Grange, KY 40031
(502) 222-9357
OCFCORR@oldhamcountyky.gov

Normal office hours: 8:00 a.m. – 4:30 p.m.

- (2) All requests for copies or review of public records in the custody of the Agency must be made in writing. A request may be sent electronically to the Record Custodian's e-mail address identified above. Requests may also be mailed, or hand delivered to the Oldham County Judge Executive's office at the address above.
- (3) The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within five business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under KRS Chapter 61. When a response is delayed, the notice shall specifically indicate that additional time is required to process the request and explain the circumstances justifying additional processing time.
- (4) Pursuant to KRS 61.874, the Oldham County Judge-Executive's office charges ten cents per page for open record copies. If the copy is one that requires additional sized copies or requires any special action, the party will be charged the fee associated with duplicating the copy. Copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.
- (5) If the requester wishes to personally inspect responsive records, the Records Custodian shall facilitate with the requester the scheduling of a convenient time for inspection between 8:00 a.m. and 4:30 p.m., Monday through Friday at the Fiscal Court building. The Records Custodian, or an employee of the Oldham County Judge-Executive's office, shall be present and personally monitor the inspection

Request to Inspect Public Records

Pursuant to the Kentucky Open Records Act (“the Act”), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

Requester’s contact information.

Name:

Mailing Address:

E-mail Address (if applicable):

Records to be inspected:

Statement regarding the use of public records. KRS 61.870(4) defines “commercial purpose” as “the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee.” However, “commercial purpose” does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- ☐ NOT for a commercial purpose; or
☐ FOR a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- ☐ An individual residing in the Commonwealth; or
☐ A domestic business entity with a location in the Commonwealth; or
☐ A foreign business entity registered with the Kentucky Secretary of State; or
☐ An individual that is employed and works at a location within the Commonwealth; or
☐ An individual or business entity that owns real property within the Commonwealth; or
☐ An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
☐ A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: Date: