Open Records Policy

1. It is the policy of the NKADD to comply with Kentucky Open Records Laws enacted in KRS 61.870 to 61.884 and any interpretive findings of the Attorney General. Open records requests will be handled in compliance with this policy, the applicable sections of KRS, and the interpretive findings of the Attorney General.

2. The Executive Director is designated official custodian of the records of the NKADD. The custodian is responsible for the safekeeping of the records, protecting the records from damage and disorganization, providing assistance and information upon request regarding the records of the agency, and preventing excessive disruption to the NKADD’s essential functions throughout this process. The Executive Director may delegate the duties of official custodian as desired.

3. The address of the official custodian and the principal office of the NKADD is 22 Spiral Drive, Florence, KY 41042.

4. All public records of the NKADD are open for full access and inspection, by any person, unless such records are exempted by KRS. The NKADD will provide a suitable facility for the inspection of records, namely its principal office. No person may remove original copies of any public record from the offices of the NKADD without the written permission of the official custodian.

5. Any person has the right to inspect public records of the NKADD. The official custodian may require a written request, signed by the applicant, with the requestor’s name and descriptions of records to be inspected printed legibly. The written request may be hand delivered, mailed, or sent via facsimile to the NKADD.

6. A person may inspect the public records during regular office hours or by receiving copies through the mail. The NKADD may require all copy and mail fees and costs prior to mailing of the records.

7. The NKADD may prescribe a reasonable fee for making copies of public records requested for noncommercial purposes which will not exceed the actual cost of reproduction, including the costs of the media and any mechanical processing costs incurred, not including cost of staff time. If NKADD is asked to produce a record in a non-standardized format, or to tailor the format to meet the request of an individual or group, NKADD may, at its discretion, recover staff costs, as well as, any actual costs incurred. If the public record is being requested for commercial purposes, the NKADD may require a certified statement from the requester stating the commercial purpose for which they shall be used. The NKADD may require the requester to pay a specified fee or enter into a contract for use of the public record for the stated commercial purpose. This fee will reflect the cost to NKADD of media, mechanical processing, and staff required to produce the public records and any cost for the creation, purchase, or other acquisition of the records.

8. The official custodian will respond to any open records request in a timely and efficient manner and within the time frames prescribed by The Kentucky Open Records Law.

9. This policy will be displayed in a prominent location accessible to the public.