

OPEN RECORDS POLICY



Official Custodian:

The official records
custodian for all
NKADD Records is:

Tara Johnson-Noem,
Executive Director
Phone: (859) 283-1885
info@nkadd.org

Principal Office:

The principal office of
NKADD is:

22 Spiral Dr.
Florence, KY 41042

The regular office hours
are 8:00 a.m. to 4:30 p.m.,
Monday through Friday.

COPY FEES

- NKADD may prescribe a reasonable fee for the cost of reproduction
- The fee shall be payable in advance of the document being reproduced
- If the Kentucky resident desires the material to be mailed, all mail fees and costs shall be paid in advance in addition to the copy fee

PROCEDURE

- All Records Requests shall be in writing and signed by the requestor. Requests may be hand delivered, mailed, sent via facsimile, or emailed
- All Records Requests must specifically state the documents to be inspected
- All requests will be responded to in a timely and efficient manner and within the time frames prescribed by the Kentucky Open Records Law
- All inspections of records must take place during regular business hours
- The records shall not be moved from NKADD's principal office
- The Records Custodian, or custodial delegate, shall be responsible for showing the Kentucky resident where the records are kept if desired
- If the requestor desires copies while at NKADD, copies will be made if prepayment of the copy fee is made and staff is available
- If copies are not provided to the Kentucky resident at the time of request and inspection, they will be made within five days after NKADD receives payment for copying, along with any required postage and mailing materials

OPEN RECORDS POLICY

- 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.
- The Executive Director is designated the 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 aiding 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.
- The address of the official custodian and the principal office of the NKADD is 22 Spiral Drive, Florence, KY 41042.
- 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.
- 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 legibly. The written request may be hand delivered, mailed, or sent via facsimile to the NKADD.
- 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.
- 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.
- 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.
- This policy will be displayed in a prominent location accessible to the public

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: