

Pursuant to KRS 61.870 to 61.848:

To request copies or to inspect public records an individual must complete the form “Request to Inspect Public Records” and submit to the Official Custodian of Records. Official Custodians of Records:

Student Records – Susan Record (susan.record@mercerc.kyschools.us)

Business or Board Related Records – Amber Minor (amber.minor@mercerc.kyschools.us)

The district prefers requests to be mailed, faxed or hand delivered to:

Mercer County Schools
530 Perryville Street
Harrodsburg, KY 40330
Fax: (859) 733-7004
Phone: (859) 733-7000

Request Forms should be completed in their entirety before sending them to the school district.

Emailed requests should be sent to the email addresses above. Requestor should call the district to confirm receipt of the emailed Open Records Request. The district is not held liable for not responding to emailed requests that go to SPAM or Junk email folders.

From the Attorney General’s official website: *Compiling information/creating documents/specially tailoring format.* A public agency is not required to compile information or to create a document that does not already exist in response to an open records request. If a public agency is asked to produce a record in a format other than the format it already maintains the record in, or to tailor the format to meet a request, the agency may, but is not required to, provide the requested format. The agency may then recover staff costs as well as any actual costs it incurs.

The state accepted rate is \$0.10 per page plus postage. When an official request is submitted and a report is generated, the requester will be notified as to the cost of the request if any, and how to obtain the copies of the request. The district has five (5) business days to respond to an Open Records Request with a timeline of when the request will be completed, and may not be able to complete requests within the timeframe that the requester is requesting.

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: [REDACTED]

Mailing Address: [REDACTED]

E-mail Address (if applicable): [REDACTED]

Records to be inspected:

[REDACTED]

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: [REDACTED] Date: [REDACTED]