

**Boone County School District
Open Records Application Request
Information for Request**

Please use the Open Records Application Form for request from the Boone County School District. The district requires a signature of party requesting and if this request is from a Citizen of the Commonwealth.

Send Request To:

**Boone County Schools
Open Records Department/Superintendent's Office
8330 US 42
Florence, Kentucky 41042**

Office Hours: Monday-Friday 7:30 am to 4:00 pm (See website for district calendar and days the board is closed)

Document Request Information:

- Copies are .10 cents per page and will be calculated after the records are assembled, postage may apply if mailed, we do not email documents.
- You will receive an email with the total cost of copies and when the information is available for pick up at the receptionist desk. We are located at 8330 US 42, Florence, KY and are able to accept check, money order or cash upon receipt.
- Open Records Department Contact Information: Michelle Ashley at 859-282-2375, michelle.ashley@boone.kyschools.us

The Kentucky Open Records Guide for Public Agencies from the Attorney General's Office June 2021:

Copies of records. A requester has the right to obtain copies of all nonexempt public records upon payment of a reasonable fee, including postage where appropriate. The agency may require prepayment for copies of records. Nonexempt public records must be made available for copying in either standard electronic or standard paper format, depending on the request, if the agency maintains the records in both formats. KRS 61.874(2)(a). If the agency maintains the records in paper format only, it must make the records available in paper format. Agencies are not required to convert paper format records to electronic format. The agency may prescribe a reasonable fee for making copies of nonexempt public records. The fee must not exceed the agency's actual costs of copying the record, including the cost of the medium on which it is copied and the cost of mechanically reproducing it, but not including staff costs. In general, ten cents per page has been deemed a reasonable fee for records in paper format. See, e.g., 200 KAR 1:020 § 3. The fee should be stated in the agency's rules and regulations.