KY Open Records Act - Inspection of Board Records

Residents* of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours: **8:00am – 4:00pm Monday - Friday**

The principal office of the District is located at: **2044 Tuscanyview Drive, Covington, KY 41017**
The District Office phone number is: **859-344-8888**
Requests for access to records should be mailed or delivered to: **2044 Tuscanyview Dr., Ft. Wright, KY 41017**
Email requests for access to records should be sent to: **david.rust@kenton.kyschools.us** with the subject "Open Records Request".

Fees: Hard copies shall be 10 cents a page
Other media (if applicable) shall be based on actual cost to the District

The requesting party shall submit a written application that shall:

- be signed;
- include the applicant's name printed legibly;
- include mailing address (and email address if applicable); and
- include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.*

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General *(ag.ky.gov/Documents/2021_Standardized_Open_Records_Request_Form_V3.pdf)* may be utilized by the requesting party.

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due within five (5) days (not including weekends or holidays) of receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident of the Commonwealth may inspect public records during regular office hours. If s/he resides outside the county and precisely describes the responsive records, s/he may receive responsive, nonexempt records by mail upon the District's receipt of copying fees and costs of mailing.

Applicants requesting copies of public records for a **commercial purpose** (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

**Resident is defined under KRS 61 870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635(8)(b)1.a. to e.*