



# Open Records Policy

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## Open Records Requests and Records Retention

The Scott County Public Library is subject to the Kentucky Open Records Act (KRS 61.870-61.884) and certain requirements with regard to Open Records. These statutes are further clarified, as necessary, by decision of the Office of the Attorney General.

## Requests for records

The Scott County Public Library Director (or designee) acts as Custodian for all Open Records Requests. Requests must be made in writing and must contain the requester's name, a description of the documents that are being requested, and signature. Requestors may use the standardized request form provided by the Kentucky Attorney General's office. [2021 Standardized Open Records Request Form V3.pdf \(ky.gov\)](#) Requests may be submitted via U.S. Mail to the address listed below, via facsimile transmission to (502) 863-9621, via email to [openrecords@scottpublib.org](mailto:openrecords@scottpublib.org), or via hand delivery to the address listed below.

Mailed request must be addressed to:

Scott County Public Library  
ATTN: Open Records Request  
104 S. Bradford Lane  
Georgetown, KY 40324

Open Records Requests made through any other means will not be honored. The requestor will be directed to make the request through one of the acceptable methods.

## Response

The Scott County Public Library has five business days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to run the next business day after the request is received. The response to an Open Record Request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met.

## On site examination of records

Individuals requesting information will be allowed to schedule a time to conduct on-site inspection of records during the regular hours of the Scott County Public Library administration staff (9am until 5pm, Monday through Friday). An on-site inspection may be required by the Library if the request is not precise in nature or if the requester resides or maintains his or her principle place of business within Scott County. Public records must be inspected in the location set by the Library. During their inspection, a requester may copy non-exempt public records (at their own cost), but may not remove, alter or add to documents provided for review. The Library is responsible for protecting the security of public records in its custody, and may require that a staff member be present during any inspection or copying of its public records.

## Exempt records

The Library will not honor request for personnel or medical records for past or present employees nor the circulation records for individual patrons.

## Denial of request

In some cases, the Library may find that a request creates an unreasonable burden to comply with, and may deny such a request for that reason. Requests that the Library believes are intended to disrupt its essential functions will also be denied. In these cases, the library will provide evidence to the requestor of the basis of its belief and notice of refusal

will be reported to the Office of the Attorney General. Reasons that a request may be deemed unduly burdensome for compliance, or which may be disruptive to the Library may include time and expense involved in retrieving and duplicating the records, or in the type and nature of the request.

**Charges for Requested Documentation**

Copies, prints, and scans of any requested materials may be provided at a cost of \$0.10 per page for black and white along with any applicable postage costs, all of which must be pre-paid by the requester. Requests for specialized or non-standard copies (e.g. color or oversized copies) will be provided at the cost incurred by the Library to produce them. The Scott County Public Library may also recover costs associated with staff time expended in responding to a request.

**Retained records**

The Scott County Public Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.