

# Kentucky Open Records Act-Requests

## What is the Kentucky Open Records Act

The Kentucky Open Records Act (KRS 61.870 to KRS 61.884), or KORA, provides access to public records that, by law, are not exempt from disclosure. For more information on the act, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov>

## What are public records?

Public records are those materials prepared, owned, used, possessed, maintained or retained by state and local government agencies that must be open for public inspection unless the records are excluded by any of the 14 exemptions in the Kentucky Open Records Act. Public agencies are not required to compile information or to answer questions, but to provide only specific records responsive to a request. For more information on the 14 exemptions and other KORA information, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov>

## Is there a cost for records?

The Kentucky Constable Association (KCA) charges 10 cents per released page. There also are charges for photos, or any form of media applicable. The official custodian sends a letter stating how much requesters owe for records.

## What is the timeframe for a response to my request?

State law requires a written response to an open records request be issued within three days (excluding Saturdays, Sundays and legal holidays). The three-day timeframe begins the day after receipt of the request. For more information, go to <http://ag.ky.gov/civil/orom/> and click on "Protecting Your Right to Know."

## How do I request a public record?

To request copies of or inspect public records, you must make a **written** request to the Official Custodian of Records. Sign the request, print your name, and describe the records (be specific, i.e. name, date, location) you wish to inspect or obtain copies of. Please include your address and phone number. Mail, fax or hand deliver your request to the Kentucky Constable Association Official Custodian of Records at the following address:

Kentucky Constable Association, Inc.  
Attn: Open Records  
4917 Dixie Highway, Suite L  
Louisville, KY 40216

The fax number is 502-618-2678. Send to the attention of Official Custodian of Records. If you have questions, call 502-599-3095 or 270-634-2171.

Note: Records generally are not available at the time a request is submitted.

## CUSTODIAN OF RECORDS:

Association Minutes/Documentation: Ken Lucey, Secretary  
Personnel/Membership: David Whitlock, Executive Director  
Training: Jason Rector, Training Director  
Bureau of Professional Standards: Michael Stephens, Judge Advocate



**PUBLIC RECORDS INSPECTION APPLICATION**  
**KENTUCKY CONSTABLE ASSOCIATION, INC.**  
 Telephone 502-599-3095 Fax 502-618-2678  
 (KRS 61.870-61.991)



**1) REQUEST:**

IS THE INFORMATION REQUESTED TO BE USED FOR COMMERCIAL PURPOSE?  \*YES  NO  
*Commercial purpose is the direct or indirect use of any part of a public record, 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. \*Addendum Required.*

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Request to Inspect the Following Public Records (Be Specific and Specify Format of Records):

\_\_\_\_\_

(If more space is needed, use back of this form or provide attachment)

Request for copies:  YES, I agree in advance to pay for copies of the above requested records.  
 NO

**Applicant's Signature:** \_\_\_\_\_

**2) RECEIPT OF REQUEST:**

This application received by the Office of: ( ) Records Unit ( ) Receptionist ( ) Other

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M./P.M.

Signature of Person Receiving Application: \_\_\_\_\_

Request forwarded to: \_\_\_\_\_ / \_\_\_\_\_ A.M./P.M.  
 Name/Department Date/Time

**3) RESPONSE TO REQUEST:**

*This section to be completed by person responding to request.*

( ) The public records requested are available for inspection in the Office of \_\_\_\_\_ and may be viewed or copies received on \_\_\_\_\_ at \_\_\_\_\_ A.M./P.M.

( ) The public records requested are *not available* at this time OR *inspection is denied* for the following reason(s):

( ) Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ A.M./P.M.  
 Signature/Title of Approving Official Department Date/Time

Return this form to Records Unit within three (3) working days.

\_\_\_\_\_

Signature of Notifier

\_\_\_\_\_

Date/Time Applicant Notified of Response