

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## RULES AND REGULATIONS GOVERNING INSPECTION OF PUBLIC RECORDS

2020

*Relates to: 2020AR, 2020F*

Pursuant to KRS 61.870 to 61.844, the public is notified that, as provided herein, the public records of the Board of Education are open for inspection by any resident of the State of Kentucky, upon written application to the Superintendent, official custodian of the public records, of the Oldham County Board of Education. Written applications must include the requestor's name, a description of the records sought, and the requestor's signature. The application must include a statement that the requestor is a resident of Kentucky, or is a news gathering organization. If the request for records is for a commercial purpose, the requestor must provide a certified statement of the commercial purpose for which the records sought will be used. Applications need not be on a specific form, but must include all required information.

A resident of the Commonwealth of Kentucky means:

- a. An individual residing in the Commonwealth;
- b. A domestic business entity with a location in the Commonwealth;
- c. A foreign business entity registered with the Secretary of State;
- d. An individual that is employed and works at a location or locations within the Commonwealth;
- e. An individual or business entity that owns real property within the Commonwealth;
- f. Any individual or business entity that has been authorized to act on behalf of an individual or business entity defined in paragraphs (a) to (e) of this subsection; or
- g. A news-gathering organization as defined in KRS 189.635(8)(b)1. a. to e.

Written applications may be hand delivered, mailed, faxed, or emailed to the superintendent of school. The records custodian's physical and mailing address is 6165 W. Highway 146, Crestwood, KY 40014, the fax number is 502-241-3209, and the records custodian's email address is: [jason.radford@oldham.kyschools.us](mailto:jason.radford@oldham.kyschools.us)

Records may be inspected by appointment between 8:00 a.m. and 4:30 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of the school district are available on the district's website.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written materials in the public records of this school district shall be furnished to any resident of Kentucky requesting them on payment of a fee of ten (10) cents per page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

Note: The School Principal is the records custodian for school documents.