



Open Records



Policy A-IC-23

December 12, 2008
Revised June 13, 2019

Purpose: To identify, define and promulgate the requirements necessary for compliance with Open Records Statutes in accordance with 8 K.R.S. § 61.870 through § 61.884 and the requirements as defined by the Administrative Reference Volumes.

Policy: Provide full access to public records, protect such records from damage and disorganization, prevent excessive disruption of essential functions; provide assistance and information upon request, insure efficient and timely action in response to application(s) for inspection of public records and protect records not qualified as “Public”.

Procedure:

- I. All applications for public records shall be submitted utilizing the official application as authorized by 8 K.R.S. § 61.872.
- II. Any staff member who receives an application for public records shall immediately notify the Official Custodian (OC), or Custodian, of such request by phone or in person.
 - A. A copy of the application should then be faxed or delivered to the OC, or Custodian.
 1. If the OC, or Custodian, is not available, then the Custodian shall be notified in person or by phone and a copy of the application faxed or delivered to him or her.
- III. Upon receipt of an official application for public records, the OC, or Custodian, shall:
 - A. Review the Application for accuracy and or missing information.
 1. If the application is found to be in good order, then the OC, or Custodian, shall determine if the information requested meets the criteria to be deemed “Public Record” as identified by 8 K.R.S. § 61.870(2) and process the application according to the defined statutory response requirements.

- B. If the request is for copies of the public records, the OC, or Custodian, shall prepare the documents to be copied, notify the requestor of a date and time when he or she may obtain his/her copies and request payment in advance as permitted by 8 K.R.S. § 61.874.

IV. Contacts

1. Principal Office: Three Rivers District Health Department, 510 S. Main Street, Owenton, KY 40359

V. Requirements

1. Notifying Public: A copy of the rules and regulations pertaining to public records shall be displayed in a prominent location accessible to the public. (currently on the TRDHD website)
2. Any person may inspect the public records:
- a. During regular business hours from 8:00am – 4:30pm
 - b. By receiving copies of the public records through the mail.
 - c. At a suitable facility made available by the Health Department.

A. Fees

1. All fees shall be \$0.10 per copied page as permitted by KRS 61.874(3)
2. Copies to be used for commercial purposes shall be assessed a minimum fee of \$10.00 including, but not limited to, the cost of staff, processing, media use, creation, and or purchase of the public records as permitted by KRS 61.874(4)(c)(1) and (2)

District Director

Date

Chairperson, Three Rivers District Board of Health

Date



Three Rivers District Health Department

510 South Main Street -- Owenton, Kentucky 50359
PH (502) 484-3412 -- Fax (502) 484-0864

OPEN RECORDS CUSTODIANS

As identified below, the Official Custodian and Custodian of Records for the Three Rivers District Health Department in accordance with the Open Records Statutes and requirements as defined by the Administrative Reference Volumes and the Internal policy A-IC-23 are as follows:

- Official Custodian of Records:
 - Name: Georgia Heise Title: District Director
 - Address: 510 South Main Street, Owenton, KY 40359
- Custodian of Records:
 - Name: Michelle Wilburn Title: Administrative Dept. Manager
 - 510 South Main Street, Owenton, KY 40359

Custodians shall ensure that Open Records Requests are processed and made available in a timely manner as required by law and acknowledge responsibility for being familiar with the Open Records statutes and requirements to ensure compliance.



**Three Rivers District
Health Department**

510 South Main Street -- Owenton, Kentucky 50359
PH (502) 484-3412 -- Fax (502) 484-0864

APPLICATION FOR PUBLIC RECORDS

I, _____, do hereby make application for inspection of the following (Please print your name here) records of the Three Rivers District Health Department:

Purpose of application Commercial Use Non-Commercial Use
(Certification Required)

Signature of Applicant	Date	Telephone Number
Address	City	St Zip

FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE

TO APPLICANT: The Above requested records are:

- Available for inspection in the District Office immediately upon processing your request.
- To be copied at your expense and will be made available to you on the _____ day of _____, 20____, at _____ o'clock ____ M.
- Not subject to disclosure pursuant to the Kentucky Open Records Act.
- Not subject to disclosure pursuant to HIPPA/HIPAA Regulations.
- Not in existence due to vagueness of request.
- Not in existence due to the fact that it requires the creation of documents.