

# **GREEN RIVER AREA DEVELOPMNET DISTRICT OPEN RECORDS POLICY**

## **RULES AND REGULATIONS RELATING TO PUBLIC RECORDS**

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the Green River Area Development District (GRADD).

- I. All requests for inspection of public records of GRADD must be submitted to 300 GRADD Way, Owensboro, Kentucky 42301. Requests may be sent by mail or by fax to (270) 926-4433.

The request must be in writing and include the following information:

1. Name, mailing address, and telephone number of the individual requesting to inspect the records.
  2. The specific record(s) the requestor wishes to inspect or to receive a copy of.
  3. Whether the records are requested for commercial or non-commercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used. (A form is attached to aid citizens in making their request).
- II. The Executive Director of GRADD is the official custodian of certain records of GRADD. Office hours are normally from 8:00 a.m. until 4:00 p.m., local time, Monday through Friday, except for recognized holidays and other times as may be established by GRADD.
    1. Upon receipt of a written request, the Executive Director of GRADD will respond within three working days. If the records requested are open for public disclosure, GRADD will either provide copies of the requested records or set a time when a requestor may inspect the requested records. If the set time is not convenient for the requestor, GRADD will attempt to coordinate a new inspection time convenient to all parties, but it may exceed three working days. If the requested record is not open for public disclosure, GRADD will notify the requestor and provide the exception to the Open Records Act under which the request falls.
    2. For public records requested in standard format for noncommercial purposes, at its discretion, GRADD may charge 10 cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, GRADD may charge postage fees. GRADD will not charge for staff time required to reproduce records for non-commercial use. Any fees shall be paid before copies are made.
    3. For public records requested for commercial purposes, GRADD may require the requestor to enter into a contract, which will include the fees charged by GRADD. GRADD will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.
  - III. Certain records are not public records. Those, which are not public, are specified in federal and state law or rulings of the Attorney General or Courts. GRADD will not make those exempted records available for public inspection.

Adopted at a regular meeting of the Board of Directors of GRADD held on September 14, 2016, with a quorum present and voting.

**Green River Area Development District  
OPEN RECORDS REQUEST FORM**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

SPECIFIC RECORD(S) REQUESTED (Indicate whether you are requesting copies or to review the records. If this is not indicated, it will be assumed you are requesting copies).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select one: This must be completed.

Request is for  noncommercial OR  commercial purpose.

I hereby certify the information provided in this request is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**A PERSON WHO VIOLATES KRS 61.874 (INDICATING WHETHER RECORDS ARE REQUESTED FOR COMMERCIAL OR NONCOMMERCIAL PURPOSE) SHALL BE LIABLE TO GRADD FOR DAMAGES, COSTS, AND PENALTIES TO THE AMOUNT ESTABLISHED BY LAW**

**Return completed application to:  
Green River Area Development District  
300 GRADD Way  
Owensboro, Kentucky 42301  
Fax: (270) 926-4433**

**FOR GRADD USE ONLY**

Date received \_\_\_\_\_ by: \_\_\_\_\_  
Late date to respond: \_\_\_\_\_ Date to respond: \_\_\_\_\_

Fees Charged:

Photocopied \_\_\_\_\_ Media  
\_\_\_\_\_ Postage

Staff\* \_\_\_\_\_ \*only for commercial

Requests Other \_\_\_\_\_

TOTAL \_\_\_\_\_