

Open Records Request Policy

KRS 61.780~KRS 61.884

Request to inspect records: Request must be made to the official custodian of records listed below. Requesters (who meet resident requirements KRS 61.870(10) or 189.635(8)(b)) may use the standardized form published by the Attorney General if they wish, which may be downloaded below.

If not using the form, requesters must submit their request in writing, signed by the requester (electronic signature is sufficient KRS 369.107), with the requester's name and address printed legibly, description of the records to be inspected, statement regarding the use of public records; commercial (KRS 61.874) or non-commercial purpose, and statement regarding the requester's residency.

**Requester's phone number and/or email address is not required but helpful when processing the request.*

Request may be hand-delivered, mailed, sent via facsimile, or emailed to the agency's records custodian at the mailing address, facsimile address, or email address published below.

Response to request: The official custodian of records will respond in writing within five (5) working days from date application is received (days excluded are Saturdays, Sundays and legal holidays). Certain items may be excluded in whole or in part if they contain exempted information as prescribed under KRS 61.878.

If the request is approved and the requester is requesting records for commercial purpose, the agency will require commercial-based fees to produce copies, provide labor and cover production costs.

Non-commercial document requests are \$.30 per copy (KRS 64.019)

**All fees, including postage if necessary, must be paid in advance.*

Principal Office: Bullitt County Judge Executive
300 S. Buckman St
PO Box 768
Shepherdsville, KY 40165
502-543-2262 or fax 502-543-1577

Office Hours: Monday through Friday: 8 AM to 4 PM EST, excluding holidays

Custodian of Records: Bullitt County Judge Executive, Jerry Summers
300 S. Buckman St
PO Box 768
Shepherdsville, KY 40165
502-543-2262 or fax 502-543-1577

Please review Open Records Executive Order for procedure. All responses must be reviewed and prepared by the County Attorney. All Departments will assist with responses if necessary.