

McLean County Fiscal Court

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 McLean County Fiscal Court (MCFC).

1. All requests for inspection of the public records of MCFC must be submitted to 210 Main Street, Calhoun KY 42327. Requests may be sent by mail or by fax to PO Box 127, Calhoun, KY 42327 or (270) 273-3992.

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

- a. Name, mailing address and telephone number of the individual requesting to inspect the records.
 - b. The specific record(s) the requestor wishes to inspect or receive a copy of.
 - c. Whether the records are requested for commercial or noncommercial 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.)
2. The McLean County Fiscal Court Clerk is the official custodian of certain records of MCFC. Office hours normally are from 8:00AM until 4:30 PM, local time, Monday through Friday, except for recognized holidays and other times as may be established by MCFC.
 - a. Upon receipt of a written request, the Fiscal Court Clerk will respond within three working days. If the records requested are open for public disclosure the Fiscal Court Clerk will either provide copies of the requested or set a time when a requestor may inspect the requested records. If the set time is not convenient to all parties, the Fiscal Court Clerk 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 the Fiscal Court Clerk will notify the requestor and provide the exception to the Open Records Act under which the request falls.
 - b. For public records requested in standard format for noncommercial purposes, the Fiscal Court Clerk may, at her discretion, charge 10 cents per page for photocopied materials. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, the Fiscal Court Clerk may charge postage fees. The Fiscal Court Clerk will not charge for staff time required to reproduce records for noncommercial use. Any fees shall be paid before copies are made.
 - c. For public records requested for commercial purposes, the Fiscal Court Clerk may require the requestor to enter into a contract which will include the fees charged. The Fiscal Court Clerk will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.

**McLean County Fiscal Court
OPEN RECORDS REQUEST FORM**

Name: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

SPECIFIC RECORDS 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 Purpose
- Commercial Purpose

I hereby certify the information 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 MCLEAN COUNTY FOR DAMAGES, COSTS, AND PENALTIES TO THE AMOUNT ESTABLISHED BY LAW

Return completed application to:
McLean County Fiscal Court Clerk
PO Box 127
Calhoun, KY 42327

For Fiscal Court Clerk Office Use Only

Date Received: _____ By: _____

Latest Date to Respond: _____ Date Responded: _____

Fees Charged

Photocopies _____

Postage _____

Media _____

Staff (for commercial requests) _____

Other _____

TOTAL FEES: _____