

## ADMINISTRATIVE POLICY NUMBER 5 AVAILABILITY OF PUBLIC RECORDS RULES AND REGULATIONS

Pursuant to KRS 61.876, the following rules and regulations will be applicable to the public records of the KCPC and their availability for inspection or copying:

1. The principal office of the KCPC shall be located in the offices of the Planning and Development Services (PDS) building, 1840 Simon Kenton Way, Suite 3400, Covington, Kentucky, and the regular office hours of the KCPC shall coincide with those of PDS, currently 8:00 am to 5:00 pm, Monday through Friday, except holidays.
2. KCPC designates the Executive Director of PDS, whose address is 1840 Simon Kenton Way, Suite 3400 Covington, Kentucky, as the official custodian of records of the KCPC.
3. Application to inspect or copy records of the KCPC shall be made upon a form identical to that provided by PD S and will be furnished on request by an employee of PD S who may also render assistance in the completion of the form, if requested. An applicant may orally request a waiver of the requirement of a written request, which waiver may be granted by the official custodian in his sole discretion.
4. Applicants for the inspection of the public records of the KCPC shall be advised of the availability of the records requested and shall be notified in writing not later than three (3) working days after receipt of an application of any reason the records requested are not available for inspection. If the record sought is in active use, in storage or otherwise not immediately available, the applicant will be advised of the reason for the delay and the earliest practicable date and time the record will become available for inspection.
5. The official custodian may deny inspection, subject to reversal only by court order, of records described and enumerated in KRS 61.878, in which case the official custodian shall provide the applicant with a written reason for denial citing the specific exception contained in the aforementioned statute.
6. Copies of written material on letter or legal size paper in the public records of the KCPC shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of larger documents such as maps, plats or engineering drawings and non-written records (photographs, material in computer files, 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. There will be no charge for staff time. All charges shall be provided for in advance together with necessary postage if delivery is requested by mail.
7. A copy of these rules and regulations shall be posted in a prominent location, accessible to the public in the PDS offices.