

**Anderson County Schools**  
**Office of the Superintendent**  
Sheila Mitchell, Superintendent  
1160 Bypass North, Lawrenceburg, KY 40342

**Open Records Procedure**

**Purpose**

Public policy requires the “free and open examination of public records.” KRS 61.871. Accordingly, the Anderson County Board of Education must respond effectively and efficiently to records requests in a consistent and coordinated manner. Therefore, this Open Records Procedure sets forth the process for accepting and responding to Open Records requests.

**Applicability**

This procedure applies to all Open Records requests. Effective June 29, 201, only “residents of the Commonwealth” may request to inspect public records. KRS 61.872 (3). “Residents of the Commonwealth” include individuals residing in the Commonwealth, foreign business entities registered with the Kentucky Secretary of State, individuals that are employed and are working at a location in the Commonwealth, and any individual or business entity representing one of these residents. KRS 61.870(10). “News-gathering organizations,” which are specifically defined in KRS, may also request to inspect public records.

Public records are defined as all books, papers, maps, photographs, cards, tapes, discs, diskettes, recordings, software, or other documentation regardless of physical form or characteristics. KRS 61.870(2). The Open Records Act applies to any of the foregoing types of records that are “prepared, owned, used, in possession of or retained by a public agency.”

**Records Custodian**

The Custodian of Records for Anderson County Schools is the Superintendent of Schools or designee as assigned.

**Tracking Records Requests**

Employees shall date-stamp any request to inspect or otherwise receive records upon receipt, and deliver the request immediately to the Records Custodian.

**Responding to Records Requests**

All requests for copies or review of public records in the custody of the Office must be made in writing. A request may be sent electronically to the Superintendent's email address. Email requests for records should include a mailing address and electronic signature. Requests may also be mailed to the Anderson County Board Office or hand delivered to 1160 Bypass North Lawrenceburg, Kentucky 40342, from 8:00 a.m. to 4:00 p.m., Monday through Friday, each week, except holidays (Attn.: Records Custodian).

The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within the number of business days required by law. The Records Custodian shall notify the requesting party if additional time is needed under KRS Chapter 61.

If the Records Custodian determines that the records request should be denied in whole or in part, the Records Custodian shall notify the requester with an explanation for the decision to withhold any responsive records. If any part of a request for records is denied, the Records Custodian shall confer with legal counsel to ensure accuracy in applying the law.

If the request places an unreasonable burden for producing public records, or if the Records Custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the Office, the Records Custodian may refuse to produce the records upon conferring with legal counsel prior to denying the request.

#### Record Production

When responsive records are to be transmitted electronically to the requester, there is no charge to the requester. However, if the responsive material is more than 8 megabytes (“MB”), the documents will automatically be produced via compact disc (“CD”) and mailed to the requester. Prior to mailing, the Records Custodian shall provide an invoice to the requester for the production and postage. The CD will be mailed upon receipt of payment.

When responsive records are to be mailed to the requester, the Records Custodian shall first provide an invoice to the requester for the production and postage. Printing costs are \$0.10 per page, and additional fees shall be justified on any invoice. Copies of photographs, maps, and other such records shall be furnished to any person requesting them on payment of a fee equal to the Office’s actual cost to produce the copies. Estimated costs shall be communicated to the requester before costs are incurred. After the invoice is paid, the Records Custodian shall produce the responsive records to the requester.

If the requester wishes to personally inspect responsive records at the location where the records are maintained, the Records Custodian shall facilitate with the requester the scheduling of a convenient time and place for inspection. The Records Custodian, or an employee of the Office, shall be present and personally monitor the inspection.

[Click here](#) for the Open Records Request Form.