

PROOF OF RECEIPT

(Keep completed form on agency premises)

Under the terms of KRS 15.257, the Attorney General must distribute information about the open records and open meetings laws ("Your Duty Under the Law") and proper records management ("Managing Public Records") to all county judge/executives, mayors, county attorneys, city attorneys, superintendents of public school districts, presidents of public universities, and attorneys for public school districts and universities when either law is amended. On June 25, 2013, KRS 61.820(1) and KRS 61.840 were amended to specify that public agencies must consider space requirements, seating capacity, and acoustics in selecting meeting sites. Accordingly, the Attorney General is distributing the statutorily required written information. Pursuant to KRS 65.055(1), 160.395(1), and 164.465(1), these public officials must distribute "Your Duty Under the Law" and "Managing Public Records," either electronically or in hard copy, to each elected official or elected or appointed member described below within sixty days of receipt. This is a continuing duty and must be discharged within sixty days of the election or appointment of all newly elected or appointed officials or members.

*For **County Judge/Executives, Mayors, City Attorneys, County Attorneys**, this includes "each elected official and each member, whether elected or appointed, of every county and city legislative body, local government board, commission, authority, and committee, including boards of special districts."*

*For **Superintendents of Public School Districts and School District Attorneys**, this includes "each elected school board member and each school based decision making council member."*

*For **Presidents of State Postsecondary Educational Institutions and University Counsel**, this includes "each board of regents or governing board member of their university."*

County judge/executives, mayors, school superintendents, and university presidents, or their designees, must also certify to the Attorney General that they have distributed "Your Duty Under the Law" and "Managing Public Records" as required. This, too, is a continuing statutory duty. "Your Duty Under the Law" and "Managing Public Records" are available for review at <http://aq.ky.gov/oromalert>.

This form satisfies the requirement that each newly elected public official and newly elected or appointed member provide signed proof that he or she received "Your Duty Under the Law" and "Managing Public Records" within sixty days of his or her election or appointment. Do not return the completed forms to the Attorney General. Please keep these forms on agency premises until the official or member leaves the agency.

I have received "Your Duty Under the Law" and "Managing Public Records" within sixty days of receipt from the Office of the Attorney General.

Signature: _____ Date: _____

Name (printed or typed): _____

Name of Public Agency: _____

Your position or function: _____

Agency Address: _____

Agency Phone: _____

Agency E-mail: _____

DO NOT RETURN THIS FORM TO THE ATTORNEY GENERAL. PLEASE KEEP THIS FORM ON AGENCY PREMISES.