

**Planning and Zoning
PUBLIC RECORDS POLICY
Oldham County, Kentucky**

1. Public records in the custody of Planning and Zoning shall be released upon written request provided they are not defined as exempt by a subsection of the Open Records and Meetings Act of KRS 61, and not prohibited from being released by operation of any other state or federal regulation. Persons requesting public records may make their written request in person during the normal operating hours of Planning and Zoning administration from 8:30-4:30 PM on weekdays. A staff-person will assist any person requiring help in executing the written application for request for records. Oldham County Planning and Zoning requests that in-person requests be scheduled for a time mutually convenient to the person placing the request and the Planning and Zoning personnel.

The name, address and telephone number of the custodian of records that are held by Oldham County Planning and Zoning is:

**Planning and Zoning Director
Open Records Request
Oldham County Planning and Zoning
100 West Jefferson Street, Suite 3
LaGrange, Ky 40031
(502) 222-1476**

2. Requests shall be responded to within three days of receipt, not including holidays and weekends.

a. If the custodian determines that the records being requested are not held by Planning and Zoning, the Custodian will make every reasonable effort to determine the true custodian and provide their name and address to the person making the request.

b. If the custodian determines that records being requested are not public records, the custodian shall provide in detail a written explanation for making that determination and of the provision of law upon which that determination is based. Records that contain both public and non-public information shall be redacted to exclude the excepted provisions before being provided as open records.

c. Records that are temporarily unavailable for inspection shall be made available at the earliest practical date that is reasonably possible given the nature of the particular request. The custodian shall inform anyone making a request for temporarily unavailable records within three days when those records may become available for inspection.

d. Person making requests for records shall be notified of the estimated duration of any necessary delays in compilation or processing of records occasioned by a particular request in as specific a manner as possible given the nature of the particular request.

3. Persons making a request may appeal the response of Oldham County Planning and Zoning to the Office of the Attorney General of Kentucky.

a. The records custodian will provide to the Attorney General all such documents as it sees fit, as well as any documents requested by the Attorney General pursuant to this review.

b. The Attorney General shall be notified of any lawsuit filed by a person pursuant to an open records request, by forwarding to the Attorney General a copy of the Summons received thereby.

4. Records shall not be removed, altered or destroyed by any person making an open records request in person.

5. Copies for non-commercial requests of open records shall be charged at ten cents per page. Commercial requests for open records shall be charged at a rate commensurate with the standard set out in KRS 61.870, and based upon all costs associated with acquisition and compilation thereof.

a. The records custodian reserves the right to withhold compliance with an open records request until all fees associated with production of records as set out above and in the applicable provisions of KRS 61, have been paid in advance.

b. All requests for copies of documents to be mailed to the person making the request are subject to the reservations stated above.

c. Costs associated with reproduction of electronic documents provided to persons requesting same for a non-commercial purpose shall pay a fee commensurate to the cost of the reproduction process and media.

6. Rules associated with the determination of fees for commercial requests shall be promulgated and available for review during regular business hours.

7. Amendments to the above referenced policy not in conflict with the requirements of KRS 61 may be made in writing by the Director of Planning and Zoning at any time provided they are made available to the public by conspicuous posting.

8. These policies shall remain conspicuously posted in a public area within the Planning and Zoning Administrative Offices, or on the Oldham County Website--Planning and Zoning (www.oldhamcounty.net)

March 5, 2008