



## **NOTICE**

### **RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE OLDHAM COUNTY FISCAL COURT**

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the Oldham County fiscal court are open for inspection by any person on written application to the attention of the Administrative Services Coordinator, whose address is 100 West Jefferson Street, Suite 4, LaGrange, Kentucky 40031, from 8 a.m. to 4:30 p.m., Monday through Friday, each week, excluding holidays. Application forms for the inspection of public records of this agency will be furnished, on request, to any person by an employee in this office. Assistance in completing the application form will be provided by an employee upon request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing (not later than three (3) working days after receipt of an application for inspection) of any reason the records requested are not available for public inspection.

Copies of the written material in the public records of this agency shall be furnished to any person requesting them for non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of non-written records (photographs, maps, material stored in computer files or libraries, 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.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the Oldham County fiscal court stating the commercial purpose for which the records shall be used, and shall be required to enter in to a contract with Oldham County fiscal court. The contract shall state the fee required by Oldham County fiscal court to produce copies of the commercial purpose record.