



## NOTICE

### **POLICIES AND PROCEDURES OF OLDHAM COUNTY CENTRAL DISPATCH CONCERNING OPEN RECORDS PURSUANT TO KRS 61.876**

It is the intent of Oldham County Central Dispatch to conform with the requirements contained in KRS 61.870 to 61.884, to provide full access to public records, to protect public records from damage and disorganization, to prevent excessive disruption of its essential functions, to assist and provide information upon request, and to ensure efficient and timely action in response to application for inspection.

To do so, please be advised as follows:

- (1) Oldham County Central Dispatch designates the following Records Custodian:

Gerald A. Nauert

Director, Oldham County Central Dispatch

1020 Dispatchers Way

La Grange, KY 40031

[gnauert@oldhamcountyky.gov](mailto:gnauert@oldhamcountyky.gov)

Normal office hours: Monday through Friday, 8:00 a.m. – 4:30 p.m.

- (2) All requests for copies or review of public records in the custody of the Agency must be made in writing, with your name legibly printed. Include a detailed description of the records you wish to inspect along with your mailing address, daytime phone number and email address.
- (3) Requests may be faxed, mailed or hand delivered to Oldham County Central Dispatch at the address listed above or sent electronically to [tschindler@oldhamcountyky.gov](mailto:tschindler@oldhamcountyky.gov).
- (4) The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within five business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under KRS Chapter 61. When a response is delayed, the notice shall specifically indicate that additional time is required to process the request and explain the circumstances justifying additional processing time.
- (5) Unless a preferred method is requested (mail, pick-up, on-site inspection), delivery of available records shall be emailed to the address provided through a secured website, WebCargo.
- (6) Pursuant to KRS 61.874, Oldham County Central Dispatch charges ten cents per page for open record copies. If the copy is one that requires additional sized copies or requires any special action, the party will be charged the fee associated with duplicating the copy. Copies of non-written records 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.
- (7) If the requester wishes to personally inspect responsive records, the Records Custodian shall facilitate with the requester the scheduling of a convenient time for inspection between 8:00 a.m. and 4:30 p.m., Monday through Friday at Oldham County Central Dispatch. The Records Custodian, or an employee of Central Dispatch, shall be present and personally monitor the inspection.



## OLDHAM COUNTY CENTRAL DISPATCH OPEN RECORDS REQUEST

Name (print legibly): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Requested Records:** **Response Report** \_\_\_\_\_ **Audio Recording** \_\_\_\_\_

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Address where incident occurred: \_\_\_\_\_

Parties Involved: \_\_\_\_\_

Delivery of available records will be emailed to the address provided above through a secured website, WebCargo. If you prefer a different delivery method, indicate your selection below. A representative will contact you to schedule an in-person pick-up or on-site inspection.

Standard Mail: \_\_\_\_\_ Pick-Up in person: \_\_\_\_\_ Inspect on-site: \_\_\_\_\_

Open Records Requests may require payment to Oldham County Fiscal Court, and payment will be required PRIOR to the release of records. If a fee is to be charged, an estimate will be provided via email.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed application to:  
Oldham County Central Dispatch, Records Request Dept.  
1020 Dispatchers Way, LaGrange, KY 40031  
FAX: (502) 222-0380  
email: [tschindler@oldhamcountyky.gov](mailto:tschindler@oldhamcountyky.gov)  
Requests can be emailed, faxed, or dropped off at our office.

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Completed by: \_\_\_\_\_

Accessed \_\_\_\_\_ Not accessed \_\_\_\_\_ Fees Charged: \_\_\_\_\_

Notes: \_\_\_\_\_