

## **Pike County Public Library District Open Records Policy and Procedure**

The library is a public agency subject to the Kentucky Open Records Act and all applicable state and federal laws and regulations related to Open Records. KRS 61.870 through KRS 61.884 covers the Kentucky General Assembly's intent regarding Open Records. These Statutes are further clarified, as necessary, by decisions of the Office of Attorney General.

### **Request for Records**

The Library Director (or Designee) acts as Custodian for all Open Records Request. KRS 61.870(5)

Requests must be in writing and must contain the requestor's name and a description of the documents that are being requested. A form for this purpose is provided, but not required. Requestors may also use the standardized request form provided by the Kentucky Attorney General's office. KRS 61.872(2)

Mailed Requests must be addressed to:

Pike County Public Library District  
ATTN: OPEN RECORDS REQUEST  
PO Box 1197  
Pikeville, KY 41502

Request may be delivered in person to 126 Lee Avenue, Pikeville, Kentucky. Requests may also be delivered by fax to 606-432-9908 or emailed to [openrecords@pikelibrary.org](mailto:openrecords@pikelibrary.org) with subject line stating Open Records Request.

Open Records Requests made through any other means will not be honored. The requestor will be directed to make the request through one of the acceptable methods.

### **Response**

A public agency has five days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to expire the day after the request is received. KRS 61.880(1)

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met. KRS 61.880(1)

### **On Site Examination of Records**

Individuals requesting information will be allowed to conduct on-site inspection of records during the regular office hours of administration staff (9:00 am until 5:00 pm, Monday through Friday). An on-site inspection may be required by the library if the request is not specific in nature or if the requestor resides or maintains an office with Pike County. KRS 61.872(3)(a)

#### Exempt records

The library will not honor requests for personnel or medical records for past or present employees nor the circulation records for individual patrons KRS 61.878(1)(A)

#### Denial of request

In some cases, the library may find that a request creates an unreasonable burden and deny the request. Request that the library believes are intended to disrupt its essential functions may also be denied. In these cases, the library will provide evidence to the requestor of the basis of its belief and notice of the refusal will be reported to the Office of the Attorney General. Evidence may include an estimation of time/expense to retrieve the records or a duplication in the type/nature of the request. KRS 61.872(6)

#### Charges for requested documentation

Copies, prints, and scans of any requested materials may be provided at a cost of \$0.10 per page for black and white or \$0.25 per page for color. Request for specialized copies will be provided at the cost incurred by the library to produce them. Payment is expected prior to the delivery of the requested pages. KRS 61.872(3)(b)

The library may also charge for staff time in manipulating records in order to produce a desired format.

#### Retained records

The library will maintain and retain records in accordance with applicable laws and regulations. Other records not specifically covered by applicable laws may be discarded according to applicable timetables.

#### Destruction of documents

The library destroys documents regularly as a part of record retention schedule. Once a document has been retained for a sufficient time to satisfy its retention cycle, it is subject to destruction at any time.

A Records Destruction Certificate will be completed and filed with the Kentucky Department for Libraries and Archives' Records Division whenever documents are destroyed in accordance to the retention schedule.