

Open Records Policy and Procedure

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Policy:

The Boone County Public Library is a public agency subject to the Kentucky Open Records Act (KRS 61.870-61.884) and certain requirements with regard to records retention. The Library will maintain and retain its records in accordance with the applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.

The Library Director is the official custodian of the Library's records. The Boone County Public Library's public records procedure is based on administrative regulations set by the Finance and Administration Cabinet under 200 KAR 1:020.

Procedure:

1. All applicants must complete a copy of the Open Records Inspection Request Form.
2. A signed Open Records Inspection Request Form shall be submitted to the Library Director, Boone County Public Library, 1786 Burlington Pike, Burlington, KY 41005 during regular Business Office hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) or may be submitted by U.S. postal mail or fax. **Requested records should be itemized and described as clearly as possible by the applicant.**
3. A determination will be made within three (3) working days from the date of the application (excepting Saturdays, Sundays, and legal holidays) regarding approval of the request, and applicant will be notified in writing of the decision within the three (3) day period.
4. Upon approval of the request, a date, place and time of inspection will be noted on the Inspection Request Form with any reason(s) for delay in inspection time noted.
5. Certain items may be excluded in whole or part if they contain exempted information as proscribed under KRS 61.878. Requests creating an unreasonable burden may be denied. Requests the library believes are intended to disrupt its essential functions may also be denied.

If the request is denied, a statement will be provided as to why the records are being excluded and how the Open Records Law applies to the record being withheld, including

the specific exception authorizing the withholding of the record. Every effort will be made to make all non-exempt records available. As opined by the Attorney General, library patron registration records, circulation records, program participation records, and computer usage are all exempt from the Open Records laws.

6. During the scheduled record review at the Library an individual may copy records, but may not remove documents or add documents to those provided for review. A fee of 10 cents per page will be charged to all persons requesting photocopies of the records. The fee must be paid at the time the copies are made.

Applicant shall prepay for requested documents and also be charged for any postage incurred by the Library if documents are mailed to the requestor.

7. The application shall be hand-delivered, mailed, or sent via fax (859-689-0435).

**Open Records Inspection Request Form
Boone County Public Library**

DATE _____

To the Library Director:

I request to inspect and/or receive copies of the following document(s): _____

Number of copies of each document requested: _____
There is a \$0.10 fee for each photocopy. If the items are to be mailed, postage will also be charged. If the records are in a non-written format, the charge will be equal to the actual cost of reproduction.

Printed Name _____
Company Name (if applicable)

Street Address _____
City, State, Zip Code

Phone Number _____
Fax or e-mail

Signature

THIS COMPLETED FORM SHOULD BE SUBMITTED TO THE LIBRARY DIRECTOR

For BCPL use:

- The request is granted.
Date and time of the inspection: _____
- Mail items to requestor.
Total amount charged to applicant to fulfill this request: \$ _____
- The request is denied based on the following exemption: _____
