

# Open Records Policy Fayette County Clerk

Open Records Requests will be processed according to the following policy:

1. A request should be submitted in writing, and will need to include the following elements:
  - a) The name, address, and signature of the person submitting the request.
  - b) A description of the records to be copied or inspected.
  - c) A phone number and/or email address is not required, but may be helpful in processing your request.
  - d) Statement regarding residency asserting that the requestor meets one of the following: \*
    - i. A domestic business entity with a location in the Commonwealth; or
    - ii. A foreign business entity registered with the Kentucky Secretary of State; or
    - iii. An individual that is employed and works at a location within the Commonwealth; or
    - iv. An individual or business entity that owns real property within the Commonwealth; or
    - v. An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
    - vi. A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Submitters may also use the form promulgated by the OAG per 61.876(5).

2. The request should be sent to the Fayette County Clerk – Front Office, 162 East Main Street, Lexington, KY, 40507 during regular office hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). The request may be delivered in any of the following ways:
  1. In person, or via the US postal service, to the address above.
  2. Faxed to (859) 231-9619.
  3. Scanned and emailed to [info@fayettecountyclerk.com](mailto:info@fayettecountyclerk.com).
3. A determination will be made within five (5) working days from the date an application is received (excepting Saturdays, Sundays, and legal holidays)

regarding approval of the request, and the requestor will be notified in writing of the decision within the five (5) day period.

4. Applicants requesting copies of public records for a commercial purpose (KRS 61.874) must provide a certified statement to the Fayette County Clerk stating the commercial purpose for which the records will be used. If approved, applicants may be required to enter into a contract with the Fayette County Clerk. The contract will state the fee required by the Fayette County Clerk to produce the copies, including labor and production costs.
5. Certain items may be excluded in whole or in part if they contain exempted information as prescribed under KRS 61.878.
6. The Fayette County Clerk's office is funded by collecting statutory fees. Accordingly, copies of records are first subjected to the fee schedules established by KRS 64.012 and KRS 64.019. Otherwise, copies will be charged at:
  1. Non-commercial document requests \$ .10 per copy
  2. Non-commercial recordings, computer disks, tapes \$5.00 per copy
7. All fees, including postage if necessary, must be paid in advance.