

HENDERSON COUNTY CLERK'S OFFICE OPEN RECORDS POLICY

Pursuant to KRS 61.870 – 61.844, public records of the Henderson County Clerk's Office, that are not exempted by law, are open for inspection by any person upon written request to Renesa Abner, Henderson County Clerk and the official custodian of the public records of this office.

To Make an Open Records Request:

All requests should be made in writing and at a minimum include:

- 1) The signature of the applicant and legibly printed name
- 2) The mailing or mail address of the applicant, if copies are requested
- 3) Whether the records will be used for commercial purposes.
- 4) A clear description of the records requested.
- 5) A statement the applicant is a resident of the Commonwealth of Kentucky as described in KRS 61.876(10)

**** The Kentucky Attorney General has created a standardized request form, that is included at the end of the policy.**

Please note: Requests are not accepted by phone.

The written request can be delivered by any of the following methods:

IN PERSON-

Henderson County Clerk's Office
20 North Main Street, Suite 206
Henderson, KY 42420
Monday-Thursday 8 AM-4:30 PM
Friday 8AM-6PM

BY MAIL-

Open Records
Henderson County Clerk's Office
P.O. Box 374
Henderson, KY 42419

BY EMAIL-

rabner@hendersonky.us

Responses:

Within 5 business days after the receipt of a written request, the office will notify applicants by mail or email of the availability of the records requested or of any reason why the records are not available for inspection. Individuals may inspect non-exempt records during hours listed above or may request paper copies.

Cost:

Copies of written material shall be furnished upon payment of a fee of 10 cents per page or **(50 cents per page for commercial requests)**. Copies of nonwritten records (photographs, maps, information stored in computer files or libraries, etc.) shall be furnished upon request, upon 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. All physical media used to provide records will be charged at actual cost. All postage required for mailing the records will be the responsibility of the applicant. No copies will be released until payment has been received either in the form of a check, cash, or money order.

The Henderson County Clerk's Office is not the custodian of all records of Henderson County Government. Requests for records from other county agencies, such as Fiscal Court, Jail, Sheriff's Office, County Attorney's Office, or Coroner's Office, should be made directly to those agencies pursuant to their policies.

For further information or questions, please call 270-826-3906

Updated 3/21/22

Request to Inspect Public Records

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

Requester's contact information.

Name:

Mailing Address:

E-mail Address (if applicable):

Records to be inspected:

Statement regarding the use of public records. KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- NOT for a commercial purpose; or
- FOR a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: Date: