

Cadiz-Trigg County Planning Commission

Open Records Policy

RULES AND REGULATIONS RELATING TO PUBLIC RECORDS

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the Cadiz-Trigg County Planning Commission:

I. All requests for inspection of public records of the Commission must be submitted to 5748 Hopkinsville Road, PO Box 1484, Cadiz, Kentucky 42211. Requests may be sent by mail or by fax to (270) 522-1171, no email will notification will be accepted.

The request must be in writing and include the following information:

1. Name, mailing address and telephone number of the individual requesting to inspect the records. Name must be both printed and signed with a signature. The Cadiz-Trigg County Planning Commission does have an Open Records Request form that can be filled out as well.
2. The specific record(s) the requestor wishes to inspect or to receive a copy of.
3. Whether the records are requested for commercial or noncommercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used. (A form is attached to aid citizens in making their request.)

II. The Secretary is the official custodian of certain records of the Cadiz-Trigg County Planning Commission. Office hours normally are from 8:00 a.m. until 4:00 p.m., local time, Monday through Friday, except for recognized holidays and other times as may be established by the Commission.

1. Upon receipt of a written request, the Secretary of the Commission will respond within three working days. If the records requested are open for public disclosure the Commission will either provide copies of the requested records or set a time when a requestor may inspect the requested records. If the set time is not convenient for the requestor, the Commission will attempt to coordinate a new inspection time convenient to all parties, but it may exceed three working days. If the requested record is not open for public disclosure the Commission will notify the requestor and provide the exception to the Open Records Act under which the request falls.

2. For public records requested in standard format for noncommercial purposes, the Commission may, at its discretion, charge 10 cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, the Commission may charge postage fees. The Commission will not charge for staff time required to reproduce records for noncommercial use. **Any fees shall be paid before copies are made.**

3. For public records requested for commercial purposes, the Commission may require the requestor to enter into a contract which will include the fees charged by the Commission. The Commission will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.

III. Certain records are not public records. Those which are not public are specified in federal and state law or rulings of the Attorney General or Courts. The Commission will not make those exempted records available for public inspection.

Adopted at a regular meeting of the Board of Directors of the Cadiz-Trigg County Planning Commission held on September 22, 2015 a quorum present and voting.

Cadiz-Trigg County Planning Commission