

**LINCOLN TRAIL AREA DEVELOPMENT DISTRICT
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 Lincoln Trail Area Development District (LTADD):

- I. All requests for inspection of public records of LTADD must be submitted as follows:

Requests must be made using **Form OAG-01, June 2021 – Request to Inspect Public Records (Form)**, as provided on the LTADD website, and submitted in one of the following manners. Any requests must be to the attention of the Executive Director. All fields of the Form must be completed and the Form signed/dated.

1. In person at 613 College Street Road, Elizabethtown, Kentucky 42701, during regular business Hours (see below).
2. By mail to 613 College Street Road, Elizabethtown, Kentucky 42701.
3. By email to executivedirector@LTADD.org. *If submitting via email, the request can be written, but must include all information listed on the Form.*
4. By fax to 270-769-2993.

- II. The Executive Director of LTADD is the official custodian of certain records of LTADD. Office hours normally are from 8:00 a.m. until 4:30 p.m., local time, Monday through Friday, except for recognized holidays and other times as may be established by LTADD.

1. Upon receipt of a request, the Executive Director of LTADD will respond within three working days. If the records requested are open for public disclosure LTADD will either provide copies of the requested records or set a time when a requester may inspect the requested records. If the set time is not convenient for the requester, LTADD 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, LTADD will notify the requester 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, LTADD 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, LTADD may charge postage fees. LTADD will not charge for staff time required to reproduce records for noncommercial use.
3. For public records requested for commercial purposes, LTADD will charge staff time required to produce copies of the records.

Please refer to KRS 61.874 for additional regulations pertaining to requests. LTADD will adhere to these regulations for any and all fees charged.

- 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. LTADD will not make those exempted records available for public inspection.