

Kentucky Open Records Act/Open Records Requests

What is the Kentucky Open Records Act (KORA)

The Kentucky Open Records Act (KRS 61.870 to KRS 61.884), or KORA, provides access to public records that, by law, are not exempt from disclosure. For more information on the act, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov/opengov.htm>.

What are public records?

Public records are those materials prepared, owned, used, possessed, maintained or retained by state and local government agencies that must be open for public inspection unless the records are excluded by any of the 14 exemptions in the Kentucky Open Records Act. Public agencies are not required to compile information or to answer questions, but to provide only specific records responsive to a request. For more information on the 14 exemptions and other KORA information, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov/opengov.htm>.

Is there a cost for records?

The Kentucky Department for Aging and Independent Living charges 10 cents per released page. The official custodian sends a letter stating how much a requester owes for records. Records will be released upon receipt of payment.

What is the timeframe for a response to my request?

State law requires a written response to an open records request be issued within three days (excluding Saturdays, Sundays and legal holidays). The three-day timeframe begins the day after receipt of the request. For more information, go to <http://ag.ky.gov/opengov.htm> and click on "Protecting Your Right to Know."

How do I request a public record?

To request copies or to inspect public records, you must make a **written** request to the Official Custodian of Records. Emailed requests for a public record will **not** be accepted. Sign the request, print your name, and describe the records (be specific, i.e. name, date, location) you wish to inspect or obtain copies. Please include your address and phone number. Mail, fax or hand-deliver your request to the following address:

Kentucky Department for Aging and Independent Living
Attn: Open Records
275 E. Main St., 3E-E
Frankfort, KY 40621

The fax number is 502-564-4595. Send to the attention of Official Custodian of Records. Questions should be directed to Ella Miller at 502-564-6930.

Note: DAIL will attempt to fulfill all requests in a timely manner. Records generally are not immediately available at the time a request is submitted. Therefore, the timeframe to collect the requested materials may vary depending on the request.