



POLICIES & PROCEDURES OF HENRY COUNTY FISCAL COURT CONCERNING OPEN RECORDS PURSUANT TO KRS 61.876

It is the intent of the Henry County Judge/Executive's office to conform with the requirements contained in KRS 61.870 to 61.884, to provide full access to public records, to protect public records from damage and disorganization, to prevent excessive disruption of its essential functions, to assist and provide information upon request, and to ensure efficient and timely action in response to application for inspection.

Please be advised in regard to this function as follow:

1. The Henry County Judge/Executive's office designates the following Records Custodians:
 - Deputy Judge Executive, 19 South Property Road, New Castle, KY 40050, 502-845-5707
 - Planning & Development, 19 South Property Road, New Castle, KY 40050, 502-845-5707

Normal office hours: 8 a.m. – 4:30 p.m.

2. All requests for copies or review of public records in the custody of the agency must be made in writing. A request may be sent electronically to the email addresses provided, mailed, or hand delivered to the above address.
3. The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within five (5) business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under KRS Chapter 61. When a response is delayed, the notice shall specifically indicate that additional time is required to process the request and explain the circumstances justifying additional time.
4. Pursuant to KRS 61.874, the Henry County Judge/Executive's office charges ten (10) cents per page for open record copies. If the copy is one that requires additional size copies or any special action, the party will be charged the fee associated with duplicating the copy. Copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on 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.
5. If the requester wishes to personally inspect responsive records, the Records Custodian shall facilitate with the requester the scheduling of a convenient time for inspection between 8 a.m. and 4:30 p.m., Monday through Friday, at the Henry County Courthouse Annex. The Records Custodian or an employee of the office shall be present and personally monitor the inspection.