**OPEN RECORDS POLICY**

Open Records Requests will be processed according to the following policy:

1. Certain items may be excluded in whole or in part if they contain exempted information as prescribed under KRS 61.878.
2. The Trigg County Clerk’s office is funded by collecting statutory fees. Accordingly, copies of records are first subjected to the fee schedules established by KRS 64.012 and KRS 64.019. Otherwise, copies will be charged at Non-commercial document requests $0.50 per copy.
3. A phone number and/or email address is not required but may help process your request.
4. The request should be sent to the Trigg County Clerk at:

P.O. Box 1310

Cadiz, KY 42211

The request may be hand-delivered, mailed, or faxed to (270) 522-6662 during regular office hours. You may also contact the Clerk by phone at 270-522-6661

The request may also be emailed to the Trigg County Clerk Carmen Finley at carmen.finley@ky.gov.

 **All open record requests should be submitted on the Open Records Request Form.**

1. A determination will be made within five (5) working days from the date an application is received (excepting Saturdays, Sundays, and Holidays) regarding approval of the request, and the requester will be notified in writing of the decision within the five (5) day period.
2. Applicants requesting copies of public records for a commercial purpose KRS 61.874 must provide a certified statement to the Trigg County Clerk stating the commercial purpose for which the records will be used. If approved, applicants will be required to enter into a contract with the Trigg County Clerk to produce the copies, including labor and production costs.
3. Certain items may be excluded in whole or in part if they contain exempted information as prescribed under KRS 61.878.
4. Copies will be charged as follows:

 Non-commercial document requests: $0.50 per copy

 Non-commercial recordings, faxed or emailed copies, computer discs, tapes: $5.00 per copy

1. All fees, including postage if necessary, must be paid in advance.