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Effective Date: April 1997	Revision Date: August 2021
Amends/Supercedes:300.40 / Jan 2012	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	26.1, 28.6, 28.7

SECTION 2000.00 OPEN RECORDS
Section 2000.10 Open Records Law-Compliance Procedures

Policy

It is the policy of the Shively Police Department to comply fully with Kentucky Revised Statutes 16.870 through 16.884, otherwise known as the "OPEN RECORDS ACT."

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the Shively Police Department are open for inspection by any Resident of the Commonwealth, as defined in KRS 61.870, on written application to the Shively Police Department. The Shively Police Departments main business address is 1800 Park Road Shively, Ky 40216. Regular business hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of public records of this agency will be furnished, upon request, by the custodian of records. The designated custodian of records for the Shively Police Department is the Administration Major. Assistance in completing the application form will be provided by a Shively Police Department employee upon request.

Please direct all open records requests on the proper application form to:

Shively Police Department
Attn: Major Emery Frye
Records Custodian
1800 Park Road
Shively, Ky 40216
emery.frye@shivelyky.gov
1-502-448-6181

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection and shall be notified in

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writing not later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

An applicant within the county may be required by the Shively Police Department to inspect the public records described in the written application within the offices of the Shively Police Department during the regular business hours. Suitable facilities will be made available for exercise of this right. At no time shall any applicant remove public records from the offices of the Shively Police Department.

Copies of written material in the public records of this agency shall be furnished to any person requesting them for a non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of nonwritten 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 economical process not likely to damage or alter the record. All costs are required to be paid in advance of receiving the copies. Any requestor that resides outside of the county requesting mailed copies shall also pay the cost of postage for mailing such copies in advance of the receipt of the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the Shively Police Department stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the Shively Police Department. The contract shall state the fee required by the Shively Police Department to produce copies to be used for a commercial purpose.

Request to Inspect Public Records

Pursuant to the Kentucky Open Records Act (“the Act”), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

Requester’s contact information.

Name: [REDACTED]

Mailing Address: [REDACTED]

E-mail Address (if applicable): [REDACTED]

Records to be inspected:

[REDACTED]

Statement regarding the use of public records. KRS 61.870(4) defines “commercial purpose” as “the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee.” However, “commercial purpose” does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- NOT for a commercial purpose; or
- FOR a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: [REDACTED] Date: [REDACTED]



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June 24, 2021

***Attorney General Advisory:
Changes to the Open Records Act and Open Meetings Act following the
Regular Session of the 2021 General Assembly***

This Attorney General Advisory is intended to provide public agencies and the general public with updates regarding the Open Records Act and Open Meetings Act following the Regular Session of the 2021 General Assembly. This Advisory addresses two primary matters.

First, the 2021 General Assembly passed House Bill 312 (HB 312), which makes several important changes to the Open Records Act.

Second, the COVID-19 pandemic led to several temporary changes to the Open Records Act and Open Meetings Act, such as extending the time for a public agency's response to an open records request to ten days, permitting a public agency to deny in-person inspection of public records, and permitting more flexibility for video and audio conferencing of public meetings. The temporary changes resulted from the enactment of Senate Bill 150 (SB 150) during the Regular Session of the 2020 General Assembly.

In 2021, the General Assembly enacted House Joint Resolution 77 (HJR 77), which declares that the COVID-19 state of emergency ends on June 28, 2021. HJR 77 is the subject of several pending court actions that have resulted in conflicting decisions. Accordingly, the Attorney General recommends that public agencies comply with the Open Records Act and Open Meetings Act without resorting to any temporary changes made permissible under SB 150. Doing so will ensure that public agencies meet the requirements of the Open Records Act and Open Meetings Act regardless of how courts ultimately rule on HJR 77. Moreover, complying with the Open Records Act and Open Meetings Act as written—and without resort to SB 150—provides Kentuckians with the greatest amount of transparency and government responsiveness while observing best practices in an uncertain legal environment.

Open Records Act

First, HB 312 amends KRS 61.880(1) so that after June 29, 2021, a public agency must respond to a request to inspect records within **five** business days. Previously, the law required a response within three business days.¹

Second, HB 312 also alters how requests to inspect records may be made and accepted. Beginning on June 29, 2021,² only residents of the Commonwealth may request to inspect public records. The definition of “resident” will be codified at KRS 61.870(10), but it includes individuals and businesses living, operating, and working within the Commonwealth, as well as news-gathering organizations.³ Thus, effective June 29, 2021, a person submitting a request to inspect public records must include with the request a statement that the person making the request is a resident of the Commonwealth. A public agency may deny a request to inspect records that does not include such a statement. *See* KRS 61.872(2).

Third, effective June 29, 2021, a public agency must update its policies and procedures to include both the mailing address and email address at which its records custodian may receive requests. KRS 61.876(1)(b). HB 312 requires a public agency to accept a request to inspect records submitted by email to the records custodian’s email address that is contained in the policy. KRS 61.872(2)(a).

Fourth, each public agency must also publish its policies and procedures on its website. KRS 61.876(2). Under HB 312, the Attorney General will promulgate by regulation a standardized form by which any resident may request to inspect public records. That form is available [here](#), and must be made available on each agency’s website. Although a records custodian may not require the use of any particular form, the records custodian must accept any request submitted on the form published by the Attorney General.

Finally, during the COVID-19 state of emergency, a public agency is permitted to deny in-person inspection of public records at the public agency’s headquarters. *See* SB 150 §1(8)(a). A public agency that is subject to the Act, however,

¹ During the COVID-19 state of emergency, SB 150 permits a public agency to respond to a request within ten calendar days. Until the legal effect of HJR 77 is finally resolved by the courts, a public agency should assume that the temporary changes made to the Act by SB 150 will expire on June 28, 2021. Therefore, if a public agency receives a request to inspect records on or after June 29, 2021, then under the amendments to KRS 61.880(1), a public agency must respond to such request within five business days.

² This provision is not affected by pending litigation. Accordingly, it is effective June 29, 2021, without question.

³ HB 312 incorporates by reference the definition of “news-gathering organization” in KRS 189.635(8)(b)1.

should presume that SB 150 no longer applies beginning on June 29, 2021. Thus, a public agency that permits in-person inspection of records on or after June 29, 2021, will not be found to be in violation of the Act.

Open Meetings Act

The 2021 General Assembly did not amend any provision of the Open Meetings Act. However, if the courts ultimately find that HJR 77 is constitutional, then that will mean that the state of emergency has expired. Public agencies must return to normal operations under the Open Meetings Act once the state of emergency expires. Thus, a public agency that is subject to the Act should operate as if SB 150 expires on June 28, 2021. In that case, effective June 29, 2021, a public agency that wishes to conduct public meetings via video teleconferencing must do so subject to the traditional requirements of KRS 61.826. Out of an abundance of caution to avoid violating the Act and in the interest of the transparency for which the Act was codified, a public agency should presume that, effective June 29, 2021, it will no longer be permitted to use audio teleconference technology to conduct open meetings under the Act. Any public agency conducting a “virtual meeting” must do so using video teleconference technology. KRS 61.826.

Under the traditional requirements of KRS 61.826 for holding open meetings via videoteleconferencing, public agencies holding open meetings must “provide meeting room conditions, including adequate space, seating, and acoustics, which insofar as is feasible allow effective public observation of the public meetings.” KRS 61.840. And under KRS 61.826(2)(b), when a video teleconference meeting occurs, the public agency must provide notice that “precisely identif[ies] a primary location of the video teleconference where all members can be seen and heard and the public may attend in accordance with KRS 61.840.” Moreover, “[t]he same procedures with regard to participation, distribution of materials, and other matters shall apply in all video teleconference locations.” KRS 61.826(3). A public agency should assume that these provisions once again apply to all meetings under the Act beginning on June 29, 2021.

Further Guidance

On June 29, 2021, the Office of the Attorney General will provide an update to “The Kentucky Open Records & Open Meetings Acts: A guide for the public and public agencies.” A copy of the updated guidance will be made available on the Attorney General’s website. The guidance will address all changes made to the Acts during the 2021 General Assembly.