



## Procedures for Requesting Inspection of Public Records

### Procedure:

1. Open Records Applications for the inspection of public records will be furnished in accordance current Open Records Act Laws upon written request. Written request may be submitted using the approved request form provided on our website link or in other written form provided the written requests meets all requirements listed in the provided ***Guide for the Public and Public Agencies for requesting Kentucky Open Records*** dated June 2021. The written request may be:

- a. Hand-Delivered
- b. Mailed to Marshall County Health Department, Open Records Request, 267 Slickback Rd. Benton, KY 42025.
- c. Faxed to 270-252-2737
- d. Emailed to [recordsrequest@mcphd.org](mailto:recordsrequest@mcphd.org)

**Written request (if not using the available request form) must include the requester's name, mailing address, email address (if applicable), precise description of the requested record, statement of the use of the public record (if it is for commercial use or non-commercial use), statement of residency, and signature of the requester (electronic signature is acceptable).**

2. Assistance with completing the Request Form will be provided upon request.
3. Applicants for the inspection of public records will be advised by the Official Records Custodian of the availability of the records requested for inspection in writing no later than five business days after receipt of the request for inspection if for any reason the records requested are not available for public inspection, or if the burden of fulfilling the request will require extended time beyond five business days. If an extended time is required, the written response will include the reasonable date the request will be fulfilled.
4. Official Records Custodians are:
  - a. Board of Health records – Public Health Director
  - b. Financial records – Finance Director
  - c. Environmental records – Environmental Director
  - d. Vital statistics – Support Services Supervisor
  - e. Personnel records – Human Resource Manager
  - f. Medical records – Clinical Director
  - g. All other records applicable under Open Records Act – Public Health Director

The Public Health Director may act as custodian of all records.

5. Upon proper request, copies of written material in the public records will be furnished at a fee of ten cents (.10) per page; copies of non-written records (photographs, maps, material stored in computer files, or libraries, etc.) will be furnished upon 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.
6. Upon proper request, public records may be viewed in-person at the health department at an agreed upon date and time within regular business hours of the health department.



7. The Local Health Department Open Records Request Form will be completed by the Official Records Custodian or designee. Money will be collected, and the Form and money will be submitted to the Finance Department by close of business the day of collection.
8. The Finance Department will maintain a Forms file containing all original Forms and will deposit the money according to the Cash Management Internal Control Policy.
9. In instances where the request is not made in person and money cannot be collected at the time of release, an invoice may be included with the records when mailed or emailed to the requesting party. The Public Health Director may waive invoicing the requesting party when the cost to invoice would be greater than the return.
10. Requests for inspection of public records that will NOT be honored include:
  - a. Request for inspection of records included under the 16 exemptions listed on pages 12 and 13 of the ***Guide for the Public and Public Agencies for requesting Kentucky Open Records*** dated June 2021.
  - b. Records that are NOT "precisely described" and "readily available" as outlined on page 7 of the guide.
  - c. Request for "information" not considered a "public record" as described on page 8 of the guide.
  - d. "Unreasonable burdensome" request as described on page 10 of the guide.
11. Questions regarding this document or any processes pertaining to the Request for Inspection of Public Records may be made to the Marshall County Health Department Public Health Director.