

## Access to Public Records

### **PUBLIC INFORMATION**

In accordance with the Kentucky Open Records Law, it shall be the policy of the Board to make accessible to the public those public records identified in KRS 61.872 as available for public inspection. Inspection may be made during the regular office hours of the custodian of the records and/or under the conditions and restrictions specified in KRS 61.872. Citizens may, upon proper application and as specified in KRS 61.872 – KRS 61.884, make abstracts, memoranda, and obtain copies of records which are available to the public. Fees shall be charged to cover the cost of making copies and postage, if any; such fees will not exceed the actual copying and mailing costs. Staff costs shall not be included in the fee. Inspection of records shall be made under the supervision of the custodian of the records or the custodian's designee, and copies shall be made only by properly authorized District employees.

### **EXCEPTION**

Records protected by KRS 61.878 shall not be made available to the public, except under court order as provided by KRS 61.878, KRS 61.880, and KRS 61.882.

The Board will not release information from educational records except in conformity with the provisions of the Family Educational Rights and Privacy Act, as amended.

### **PUBLIC RECORDS DISTRICT CONTACT**

Mr. Brian E. Vanover  
859-331-1220 ext. 6603  
Brian.vanover@beechwood.kyschools.us

#### Location Address:

250 Grandview Drive  
Suite 050  
Fort Mitchell, KY  
41017

#### Mailing Address:

50 Beechwood Road  
Fort Mitchell, KY  
41017

**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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address (if applicable): \_\_\_\_\_

Records to be inspected:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_