Open Records and Records Retention Policy

Adopted 10/9/2012

Revised 9/14/2021

The library, as a public agency, is required to comply with all applicable state and federal laws and regulations related to Open Records. KRS 61.870 through KRS 61.884 covers the Kentucky General Assembly’s intent regarding Open Records. These statutes are further clarified, as necessary, by decisions of the Office of the Attorney General.

Requests for Records

The Library Director acts as Custodian for all Open Records Requests. KRS61.870(5)

Requests must be in writing and must contain the requestor’s name and a description of the documents that are being requested. A form for this purpose is provided, but not required. Requestors may also use the standardized request form provided by the Kentucky Attorney General’s office. KRS 61.872(2)

Mailed requests must be addressed to:

 Russell County Public Library

 ATTN: Open Records Request

 PO Box 970 / 535 N. Main St.

 Jamestown, KY 42629

Requests may be delivered in person to the library at the same address. Requests may also be delivered by fax to 270-343-2019 or emailed to director@russellcountylibrary.com.

Open Records Requests made through any other means will not be honored. The requestor will be directed to make the request through one of the acceptable methods.

Response

A public agency has five days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to expire the day after the request is received. KRS 61.880(1)

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met. KRS 61.880(1)

On-site Examination of Records

Individuals requesting information will be allowed to conduct on-site inspection of records from Monday through Friday, 9 am to 4 pm. An on-site inspection may be required by the library if the request is not specific in nature or if the requestor resides or maintains an office within Russell County. KRS 61.872(3)(a)

Exempt Records

The library will not honor requests for personnel or medical records for past or present employees, not the circulation records for individual patrons. KRS 61.878(1)(a)

Denial of Request

In some cases, the library may find that a request creates an unreasonable burden and deny the request. Requests that the library believes are intended to disrupt its essential functions may also be denied. In these cases, the library will provide evidence to the requestor of the basis of its belief and notice of the refusal will be reported to the Office of the Attorney General. Evidence may include an estimation of time/expense to retrieve the records or a duplication in the type/nature of the request. KRS 61.872(6)

Charges for Requested Documentation

Copies and prints of any requested materials may be provided at a cost of $0.10 per printed page for black and white or $0.50 per printed page for color. Scans are provided at no charge. Requests for specialized copies (i.e. copies in excess of 8.5x11 inches) will be provided at the cost incurred by the library to produce them. Payment is expected prior to the delivery of the requested pages along with post costs, as necessary. KRS 61.872(3)(b)

The library may also charge for staff time in manipulating records in order to produce a desired format.

Retained Records

The Russell County Public Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.

Destruction of Documents

The library destroys documents regularly as a part of the Records Retention Schedules. Once a document has been retained for a sufficient time to satisfy its retention cycle, it is subject to destruction at any time. The Library Director acts as the custodian for the library’s official documents and will ensure that the schedule of retention and destruction of records is maintained.

A Records Destruction Certificate will be completed and filed with the Kentucky Department for Libraries and Archives’ Records Division whenever documents are destroyed according to the retention schedule.