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OPEN RECORDS POLICY
MADISON COUNTY CLERK

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

- (1) A request should be submitted in **writing** and will need to include the following elements.
 - the name, address, and signature of person submitting the request.
 - a description of the records to be copied or inspected.
 - a phone number and/or email address is not required but may be helpful in processing your request.
- (2) The request should be sent to the Madison County Clerk-101 W. Main St, Richmond, KY 40475 during regular office hours (8:00am-4:30pm, Monday-Friday). The request may be hand-delivered, mailed, or sent via fax to (859) 624-4954. Emailed requests will not be accepted.
- (3) A determination will be made within three (3) working days from the date an application is received (excepting Saturdays, Sundays, and legal holidays) regarding the approval of the request. The requestor will be notified in writing within the three (3) day period.
- (4) Applicants requesting copies of public records for a commercial purpose (KRS 61.874) must provide a certified statement to the Madison 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 Madison County Clerk to produce the copies, including labor and production costs.
- (5) Certain items may be excluded in whole or in part if they contain exempted information as prescribed under KRS. 61.878.
- (6) The Madison 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 documents requests \$.10 per copy
 - non-commercial recordings, computer disks, tapes \$5.00 per copy
- (7) All fees, including postage if necessary, must be paid in advance.

Policy Version: November 27, 2019

101 W. Main St.
Richmond, Ky 40475
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