



**MICHAEL A. HELMIG
SHERIFF
BOONE COUNTY**



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**COL. LES HILL
CHIEF DEPUTY**

Open Records Rules and Regulations

1. The Boone County Sheriff's Office is open Monday – Friday: 9:00 AM – 5:00 PM
2. Open Records Requests can be sent via mail to the *Custodian of Records* – P.O. Box 198, Burlington, Kentucky 41005
3. Open Records Requests can be sent via email to bc@boonecountyky.org
4. To obtain an Open Records Request Form
 - In person at the Boone County Sheriff's Office
 - Email: bc@boonecountyky.org
 - Website: www.boonecountylvksheriff.com
5. We ask that the person requesting the record(s) be specific to what they are seeking to inspect. Providing information such as a date, time, location or case number will greatly assist the Custodian of Records in promptly locating the record(s).
6. Upon receiving the request, the Custodian of Records shall respond to the Open Records Request within three (3) business days. The response will confirm or deny if the Boone County Sheriff's Office possesses the request record(s).
 - If the record exists, but not in the possession of the Boone County Sheriff's Office, the Custodian of Records will, in their response, direct the requestor to the appropriate agency in possession of the record. The other agency may require that a new request be submitted.
 - For records that are in the possession of the Boone County Sheriff's Office, the Custodian of Records will, in their response:
 - Acknowledge that the record is in the possession of the Boone County Sheriff's Office
 - Advise whether the request will be fulfilled or denied (denials are pursuant to KRS 61.878)
 - Provide details to the size of the record, either by number of pages or by electronic file size
 - Provide the requestor with the cost to produce the record
 - Provide the requestor with an estimated time of completion
 - For points of clarification, the Custodian of Records may provide additional details in the response
7. Fees associated with producing a record (KRS 61.874). For records that are mailed, payment must be received prior to mailing the record. Prepayment is not required for records that are being picked up in person, however, payment will be required upon receiving the record. Additionally, records may be inspected at the Boone County Sheriff's Office. An appointment will be required during normal business hours to inspect these records on site and in person.

Open Records Fee Structure (Non-Commercial):

- \$.10 (cents) per page if the request is for hard paper copies
- \$1.00 each for a DVD-R disc that is used to electronically copy records (maximum of 4GB per disc)
- \$5.00 each for an 8 GB or 16GB USB Flash Drive used to electronically copy records
- \$6.00 each for a 32 GB USB Flash Drive used to electronically copy records
- \$50.00 each for a 1TB Portable Drive used to electronically copy records
- \$3.00 for postage if the party receiving the records has requested that the record be mailed
- No charge for records electronically delivered via email.



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PUBLIC RECORDS INSPECTION APPLICATION

1) REQUEST:

IS THE INFORMATION REQUESTED TO BE USED FOR COMMERCIAL PURPOSE? _____ *YES _____ NO
*Commercial purpose is the direct or indirect use of any part of a public record, 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. *Addendum Required.*

Requestor's name: _____ Telephone #: _____

Address: _____

Request to inspect the following public records (be specific & specify format of records): _____

(If more space is needed, use back of this form or provide attachment)

Request for copies: _____ YES – I agree in advance to pay for copies of the above requested records.
_____ NO

Applicant's signature: _____

2) RECEIPT OF REQUEST:

This application was received on: _____ at: _____ A.M./P.M.
DATE TIME

Signature of person receiving application: _____

Request forwarded to: _____ / _____ A.M./P.M.
NAME TIME DATE

3) RESPONSE TO REQUEST: This section to be completed by person responding to request.

() The public record(s) requested are available for inspection or a copy was provided () in person,
() by mail, or () via facsimile on _____ A.M./P.M.
DATE TIME

() The public record(s) requested are () not available at this time – OR – () inspection is denied for the following
reason(s): _____

_____/_____/_____ A.M./P.M.
SIGNATURE/TITLE OF OFFICIAL DATE TIME