



**MICHAEL A. HELMIG
SHERIFF
BOONE COUNTY**

**P.O. BOX 198
BURLINGTON, KY 41005
PHONE: (859) 334-2175**



**COL. LES HILL
CHIEF DEPUTY**

Open Records Rules & 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 bcsc@boonecountynvky.org
4. To obtain an Open Records Request Form
 - In person at the Boone County Sheriff's Office
 - Email: bcsc@boonecountynvky.org
 - Website: www.boonecountynvkysheriff.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 five (5) 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.

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: [REDACTED]

Mailing Address: [REDACTED]

E-mail Address (if applicable): [REDACTED]

Records to be inspected:

[REDACTED]

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: [REDACTED] Date: [REDACTED]