

**PENNYRILE AREA DEVELOPMENT DISTRICT  
OPEN RECORDS POLICY**

**RULES AND REGULATIONS RELATING TO PUBLIC RECORDS**

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the Pennyrile Area Development District (PADD):

- I. All requests for inspection of public records of PADD must be submitted to 300 Hammond Drive, Hopkinsville, Kentucky 42240. Requests may be sent by mail or by fax to (270) 886-3211. The request must be in writing and include the following information:
  1. Name, mailing address and telephone number of the individual requesting to inspect the records.
  2. The specific record(s) the requestor wishes to inspect or to receive a copy of.
  3. Whether the records are requested for commercial or noncommercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used. (A form is attached to aid citizens in making their request.)
  
- II. The Executive Director of PADD is the official custodian of certain records of PADD. Office hours normally are from 8:00 a.m. until 4:30 p.m., local time, Monday through Friday, except for recognized holidays and other times as may be established by PADD.
  1. Upon receipt of a written request, the Executive Director of PADD will respond within three working days. If the records requested are open for public disclosure PADD will either provide copies of the requested records or set a time when a requestor may inspect the requested records. If the set time is not convenient for the requestor, PADD will attempt to coordinate a new inspection time convenient to all parties, but it may exceed three working days. If the requested record is not open for public disclosure PADD will notify the requestor and provide the exception to the Open Records Act under which the request falls.
  2. For public records requested in standard format for noncommercial purposes, PADD may, at its discretion, charge 10 cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, PADD may charge postage fees. PADD will not charge for staff time required to reproduce records for noncommercial use. Any fees shall be paid before copies are made.
  3. For public records requested for commercial purposes, PADD may require the requestor to enter into a contract which will include the fees charged by PADD. PADD will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.
  
- III. Certain records are not public records. Those which are not public are specified in federal and state law or rulings of the Attorney General or Courts. PADD will not make those exempted records available for public inspection.

Adopted at a regular meeting of the Board of Directors of PADD held on July 13, 2015 a quorum present and voting.

**Pennyrile Area Development District  
OPEN RECORDS REQUEST FORM**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

SPECIFIC RECORD(S) REQUESTED (Indicate whether you are requesting copies or to review the records. If this is not indicated it will be assumed you are requesting copies.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select one: This must be completed.  
Request is for  noncommercial OR  commercial purpose.

I hereby certify the information provided in this request is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**A PERSON WHO VIOLATES KRS 61.874 (INDICATING WHETHER RECORDS ARE REQUESTED FOR COMMERCIAL OR NONCOMMERCIAL PURPOSE) SHALL BE LIABLE TO PADD FOR DAMAGES, COSTS, AND PENALTIES TO THE AMOUNT ESTABLISHED BY LAW**

Return completed application to:  
Pennyrile Area Development District  
300 Hammond Drive  
Hopkinsville, Kentucky 42240  
Fax: (270) 886-3211

**FOR PADD USE ONLY**

Date received: \_\_\_\_\_ By: \_\_\_\_\_  
Latest date to respond: \_\_\_\_\_ Date responded: \_\_\_\_\_

Fees Charged:  
Photocopies\_\_ Media  
\_\_\_\_\_ Postage

Staff\* \_\_\_\_\_  
requests Other \_\_\_\_\_  
TOTAL \_\_\_\_\_

\*Only for commercial