

NOTICE  
ADMINISTRATIVE REGULATIONS GOVERNING  
INSPECTION OF THE PUBLIC RECORDS OF THE  
SHELBY COUNTY SUBURBAN FIRE DISTRICT

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above-named Agency of the Commonwealth of Kentucky are open for inspection by any resident of the Commonwealth of Kentucky on written application except as otherwise provided by KRS 61.870 to 61.884.

This Policy supersedes any relevant policy that previously existed.

All requests for inspection of public records of the Shelby County Suburban Fire District shall be submitted by written application to the Custodian of Records of the District on a standardized form developed under KRS 61.876(4) provided by Shelby County Suburban Fire District.

The Shelby County Suburban Fire District designates the following Records Custodian:

Name: Robert "Bobby" Cowherd  
Title: Fire Chief  
Shelby County Suburban Fire District

Mailing address: P.O. Box 1027  
Shelbyville, KY 40066

Physical address: 200 Alpine Drive  
Shelbyville, KY 40065

Email Address: bc3301@shelbycofire.com

Fax: 502-633-7033

All requests for copies or review of public records in the custody of the Shelby County Suburban Fire District must be made by written application on standardized form and shall be: hand delivered; mailed; sent via facsimile; or sent via e-mail to the addresses identified above.

Upon receipt of a written request, the Shelby County Suburban Fire District Records Custodian will respond to the records request that is postmarked or electronically transmitted within five (5) business days of the date the request is received. Notice shall be promptly sent to the requesting party if additional time is needed under KRS Chapter 61. When a response is delayed, the notice shall specifically indicate that additional time is required to process the request and explain the circumstances justifying additional processing time.

The Records Custodian shall determine whether the requester has reasonably described records within the possession of the Agency. If no such records are identified, the request may be denied on those grounds. However, if it is reasonably believed that another public agency is in possession of the records described in the request, the Records Custodian shall refer the requester to the appropriate records custodian, providing both their name and contact information. If it is determined that the records are within the Agency's possession, the Records Custodian shall gather them for processing. Records that are responsive shall be segregated from nonresponsive records (i.e., records that were not requested). The Records Custodian shall then examine responsive records to determine which records, if any, are exempt from disclosure and make appropriate redactions.

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If the Records Custodian determines that the records request should be denied in whole or in part, the Records Custodian shall notify the requester with an explanation for the decision to withhold any responsive records, citing the specific exemption in statute as the basis for withholding. If any part of a request for records is denied, the Records Custodian shall confer with legal counsel to ensure accuracy in applying the law.

If the request places an unreasonable burden for producing public records, or if the Records Custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the Agency, the Records Custodian may refuse to produce the records upon conferring with legal counsel prior to denying the request.

When responsive records are to be transmitted electronically to the requester, there is no charge to the requester. However, if the responsive material is more than 8 megabytes ("MB"), the documents will automatically be produced via an appropriate removable storage device and mailed to the requester. Prior to mailing, the Records Custodian shall provide an invoice to the requester for the production and postage. The fee for the removable storage device will be the actual cost of each removable storage device. The removable storage device containing responsive records will be mailed upon receipt of payment.

When responsive records are to be mailed to the requester, the Records Custodian shall first provide an invoice to the requester for the production and postage. Printing costs are \$0.10 per page, and additional fees shall be justified on any invoice. Copies of photographs, maps, and other such records shall be furnished to any person requesting them on payment of a fee equal to the Agency's actual cost to produce the copies. Estimated costs shall be communicated to the requestor before costs are incurred. After the invoice is paid, the Records Custodian shall produce the responsive records to the requester.

If the requester wishes to personally inspect responsive records at the Shelby County Suburban Fire District headquarters, the Chief of the Shelby County Suburban Fire District, the official custodian, shall coordinate with the requester to schedule a convenient time for the inspection between 8:30 a.m. and 4:30 p.m., local time, Monday through Friday except for recognized holidays. The Records Custodian, or an employee of the Agency, shall be present and personally monitor the inspection. No resident of the Commonwealth shall remove original copies of public records from the offices of any public agency without the written permission of the official custodian of the record.