

NOTICE
GLASGOW ELECTRIC PLANT BOARD PUBLIC RECORDS ACCESS RULES
AND REGULATIONS

All "public records" of the Glasgow Electric Plant Board shall be open for inspection by any resident of Kentucky, as defined in KRS 61.870 (10), except as otherwise provided by KRS 61.870 to KRS 61.884. This notice is being provided pursuant to KRS 61.876 setting forth the procedure upon which open records request for inspection shall be made.

Pursuant to KRS 61.870 to KRS 61.884 and more specifically KRS 61.876, the public is hereby notified that as provided herein, the public records of the Glasgow Electric Plant Board are open for inspection by any resident of Kentucky on written application to the Superintendent of the Glasgow EPB, the designated official custodian of the public records of the Glasgow Electric Plant Board as defined in KRS 61.870(5). The principal address of the official custodian and the Glasgow Electric Plant Board is 100 Mallory Drive, Glasgow, Kentucky 42141, with a principal telephone number of 270.651.8431. The regular office hours during which the request can be made are from 8:00 a.m. to 4:30 p.m. Monday through Friday of each week excepting holidays.

The request for inspection shall be made on the standard Request to Inspect Public Records form generated by the Kentucky Office of Attorney General, or by a self-prepared written request which must contain the same information as the Request to Inspect Public Records form, which will be furnished to any person upon request by the official records custodian or office staff member located at 100 Mallory Drive, Glasgow, Kentucky 42141. The inspection request shall be made in writing, either on paper or electronically, signed and dated by the applicant with his or her name printed legibly on the application specifically describing the records to be inspected. The written application shall be hand-delivered, mailed, faxed to 270.651.7572, or e-mailed to epb@glasgow-ky.com to the Official Public Records Custodian at the Glasgow Electric Plant Board. Items classified as public records are defined in KRS 61.870 (2). The Official Public Records Custodian may require applicant to provide a statement in the written application of the manner in which the applicant is a resident of the Commonwealth under KRS 61.870 (10)(a) to (f).

Applicants for inspection of the public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) working days excepting Saturdays, Sundays and legal holidays, after receipt of an application for inspection of any reason the records requested are not available for public inspection. No person shall remove original copies of public records from the office of the Glasgow Electric Plant Board without the written permission of the official custodian of the record.

Copies of written material in public records of the Glasgow Electric Plant Board shall be furnished to any resident of Kentucky requesting them on payment of a fee of up to \$.10 per page; copies of non-written records (photographs, maps, materials stored in computer files or libraries, etc.) shall be furnished on request on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the records.

Pursuant to KRS 61.872(6) if the application places an unreasonable burden in producing records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency, the official custodian may refuse to permit inspection of the public records or mail copies thereof. If the records sought are in active use, in storage or not otherwise available, the applicant will be advised of the reason for the delay in providing access to the record and of the earliest practical date, time and place that the record will be available for inspection. If the application for inspection of a record is denied because it is of a kind, or obtains material exempted from open records request pursuant to KRS 61.870 to KRS 61.884 and more specifically KRS 61.878, the applicant will be advised in writing of the reason for the denial, in whole or in part including a statement of the specific exception of KRS 61.878 authorizing the denial of the application and an explanation of how the exception applies to the record withheld.