

**Policies and Procedures of the METCALFE COUNTY JUDGE/EXECUTIVE
Concerning Open Records Pursuant to KRS 61.876**

It is the intent of the Metcalfe County Judge Executive's Office to conform with the requirements contained in KRS 61.870 to KRS 61.884 to provide full access to public records, to protect public records from damage and disorganization, to prevent excessive disruption of its essential functions, to assist and provide information upon request, and to ensure efficient and timely action in response to application for inspection.

To inspect our records, please be advised as follows:

(1) The Metcalfe County Judge Executive's Office Records Custodian is:

Page Edwards
Metcalfe County Treasurer
201 North Main Street
P.O. Box 149
Edmonton, KY 42129
270-432-3181

metcotr@srtc.com


Regular Office Hours are 8:00 a.m. – 4:00 p.m.

(2) All requests for copies or review of public records in the custody of the Agency must be made in writing. A request may be sent electronically to Record Custodian's email address above. Requests may also be mailed or hand delivered to the Metcalfe County Judge Executive's Office at the mailing address identified above. A form is provided to assist you.

(3) The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within five business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under KRS Chapter 61. The notice of delay shall specifically indicate that additional time is required to process the request and explain the circumstances justifying additional processing time.

(4) Pursuant to KRS 61.874, the Metcalfe County Judge Executive's Office charges ten cents per page for open record copies. If the copy is one that requires additional sized copies or requires any special action, the party will be charged the fee associated with duplicating the copy. No other fee will be charged, only the actual expense.

If the requester wishes to personally inspect responsive records, the Records Custodian shall schedule a convenient time for inspection between 8:00 a.m. and 4:30 p.m., Monday through Friday at the Metcalfe County Judge Executive's Office. The Records Custodian, or an employee of the Metcalfe County Judge Executive's office, shall be present and personally monitor the inspection.


Larry Wilson
Metcalfe County Judge/ Executive