



KENTON COUNTY FISCAL COURT OPEN RECORDS POLICY

Principal Office

The principal office of the Kenton County Fiscal Court is:
303 Court Street, Room 205
Covington, KY 41011
Phone: (859) 392-1400 Fax: (859) 392-1412

Office Hours

The regular office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

Official Custodian

The Official Records Custodian for all Kenton County Fiscal Court records is: Scott Gunning, Assistant Kenton County Administrator
303 Court Street, Room 205
Covington, KY 41011
Phone: (859) 392-1400 Fax: (859) 392-1412

Copy Fees

- The fee for copying records shall be \$0.10 per page.
- This fee shall be payable in advance of the document being reproduced.
- If the citizen desires the material to be mailed, the postage shall also be paid in addition to the copy fee and in advance.

Procedure

- All Records Requests shall be in writing and signed by the requestor.
- All Records Requests must specifically state the documents to be inspected.
- All inspections of records must take place during the regular business hours.
- The records shall not be removed from the Kenton County Offices.
- The Records Custodian shall be responsible for showing the citizen where the records are kept if desired.
- If the requesting citizen desires copies while at the Kenton County Offices, copies will be made, IF pre-payment of the copy fee is made AND staff is available.
- If the requesting citizen is not at the Kenton County Offices upon request, the copies shall be made within three days UPON receipt of the copy fee, postage and mailer if necessary.