

OPEN RECORDS POLICY



PRINCIPAL OFFICE

*The principal office of the
Kenton County Fiscal Court is:*

1840 Simon Kenton Way,
Suite 5200
Covington, KY 41011

Phone: (859) 392-1400
Fax: (859) 392-1412

OFFICE HOURS

*The regular office hours are
8:00 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 County Administrator
1840 Simon Kenton Way, Suite 5200
Covington, KY 41011
Phone: (859) 392-1400 | Fax: (859) 392-1412
scott.gunning@kentoncounty.org

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 Kentucky resident 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. Requests may be hand delivered, mailed, sent via facsimile, or emailed.
- All Records Requests must specifically state the documents to be inspected.
- All requests will be responded to within five (5) business days excluding weekends and holidays.
- All inspections of records must take place during regular business hours.
- The records shall not be removed from the Kenton County Offices.
- The Records Custodian shall be responsible for showing the Kentucky resident where the records are kept if desired.
- If the requestor 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 Kentucky resident is not at the Kenton County Offices upon request, the copies shall be made within five days UPON receipt of the copy fee, postage and mailer if necessary.