



POLICY TITLE:

Open Records

APPLIES TO:

All individuals and entities requesting public records, and all KSU employees who receive or respond to such requests

ADMINISTRATIVE AUTHORITY:

Office of General Counsel

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

In accordance with the Commonwealth of Kentucky's Open Records Act (KRS 61.870-61.884), Kentucky State University (KSU) is committed to transparency and will provide timely access to public records. All university records are presumed to be available to the public for examination unless they are specifically exempted from disclosure by law.

DEFINITIONS:

Public Record

All books, papers, maps, photographs, cards, tapes, discs, records, or other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, or in the possession of KSU.

Records Custodian

The Office of General Counsel is designated as the official Records Custodian for the university, responsible for

receiving and coordinating responses to all Open Records requests.

Resident of the Commonwealth

As defined in KRS 61.870(10), an individual or entity residing, owning property, working, or having a place of business within the Commonwealth of Kentucky.

PROCESS:

Principle of Openness

All KSU records are open to public inspection by residents of the Commonwealth unless the records are exempt from disclosure under one of the exemptions provided in KRS 61.878.

Official Custodian

All Open Records requests must be directed to the Office of General Counsel as the designated Records Custodian for KSU.

Implementation

The specific instructions for submitting requests and the university's process for responding, including timelines and fees, are detailed in the Open Records Request Procedure.

REFERENCES AND RELATED MATERIALS:

- KSU Open Records Request Procedure
- KSU Open Records Act (KRS 61.870 – 61.884)

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	General Counsel	(502) 597-6414	Zachary.Atwell@kysu.edu General.Counsel@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	December 2023	Zach Atwell
Substantive Revisions	June 2025	Zach Atwell
