



KENTUCKY STATE UNIVERSITY

Policies and Regulations

PROCEDURE TITLE:

Open Records Requests

APPLIES TO:

All individuals and entities requesting public records

ADMINISTRATIVE AUTHORITY:

Office of General Counsel

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

June 23, 2025

NEXT REVIEW DATE:

June 23, 2027

PROCEDURE STATEMENT:

This procedure implements the Open Records Policy by providing detailed instructions for submitting and processing requests for public records in accordance with the Kentucky Open Records Act.

PROCESS:

How to Submit a Request

All requests to inspect public records must be made in writing and submitted to the official Records Custodian via U.S. Mail, email, facsimile, or hand-delivery to:

Office of General Counsel
Kentucky State University
400 East Main Street
Frankfort, KY 40601
General.Counsel@kysu.edu

All written requests must include:

- The requester's name, mailing address, and contact information.
- A statement that the requester is a resident of the Commonwealth as defined by KRS 61.870(10).
- A description of the requested records.
- A statement of commercial purpose, if applicable.
- The signature of the requesting party.

Requesters are encouraged, but not required, to use the standardized form provided by the Kentucky Office of the Attorney General.

University Response and Fees

- KSU will respond to a request within five (5) business days of its receipt. Requests received outside of normal business hours (8:00 AM – 4:30 PM EST, Monday-Friday) will be deemed received on the next business day.
- For non-commercial requests, KSU charges \$0.10 per page for photocopies, plus the cost of postage if applicable.
- For requests with a stated commercial purpose, fees will be charged in accordance with KRS 61.874(4), which may include staff time. A certified statement of commercial purpose is required.
- All payments must be made in advance by cash, check, or money order payable to Kentucky State University.
- Records may be inspected in person upon request at no charge.

Exemptions from Disclosure

Some public records are exempt from release under KRS 61.878(1). Commonly exempt records include, but are not limited to:

- Records containing information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy (e.g., medical records, Social Security numbers).
- Records confidentially disclosed for scientific research.
- Test questions, scoring keys, and other examination data.
- Preliminary drafts, notes, or correspondence with private individuals other than correspondence which are intended to give notice of final action of Kentucky State University.
- Preliminary recommendations and preliminary memoranda in which opinions are expressed or policies are formulated or recommend.
- Student records protected from disclosure by the Family Educational Rights and Privacy Act (FERPA).

- Any records or information prohibited from disclosure by state or federal law.

REFERENCES AND RELATED MATERIALS:

- KSU Open Records Policy

CONTACTS:

Subject	Office	Telephone	E-mail
Requests 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
Reclassified as a Procedure	June 2025	Zach Atwell
