



OPEN RECORDS POLICY

Updated: January 2023

1. **Purpose.** This Policy establishes the Northern Kentucky Water District (“District”) policies and procedures for providing public examination of and access to Open Records in compliance with the Kentucky Open Records Act, KRS 61.870 to KRS 61.884.

For more information on the Kentucky Open Records Act, visit the Kentucky Office of the Attorney General Web site at <https://ag.ky.gov/Pages/default.aspx>.

2. **Policy and Procedure.** The District adopts and incorporates the Kentucky Open Records Act, KRS 61.870 to KRS 61.884 as its policy and procedure as if fully rewritten herein. Persons may complete the Standard Record Request form available at: https://ag.ky.gov/Documents/2021_Standardized_Open_Records_Request_Form_V3.pdf to assist in making request.
3. **Principal Office.** The District’s main office is located at 2835 Crescent Springs Road, Erlanger, Kentucky 41018. Regular office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.
4. **Official Custodian of Records.** The District’s General Counsel and Manager of Legal, Compliance, and Regulatory Affairs is the Official Custodian of Records for the District. Contact address is 2835 Crescent Springs Road, Erlanger, Kentucky 41018. Contact phone is (859) 578-5457. Contact email address is generalinfo@nkywater.org.
5. **Fees.** The District may charge the following fees:
 - a. **Noncommercial Purposes** - Copies of materials in standard format shall be \$0.10 per page. If requester desires copies to be mailed, the postage shall also be charged in addition to the fee for copies. All amounts must be paid in advance to records being provided. For copies in nonstandardized format, charges shall be calculated on a case-by-case basis in accordance with KRS.
 - b. **Commercial Purposes** – Copies shall be calculated on a case-by-case basis in accordance with KRS.