



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

The principal office of Morehead State University is the Office of the President, located at 202 Howell-McDowell Administration Building, 285 University Boulevard, Morehead, Kentucky 40351, and the President, or such other Morehead State University representative as the President may designate in his/her discretion, shall be the official custodian of the public records of Morehead State University. The regular business hours for the Office of the President are 8:00 A.M. to 4:30 P.M., Monday through Friday. Request for records shall be made pursuant to statute.

Requesting parties will be notified in writing within three (3) business days after receipt of the request for inspection as to the availability of the records requested or of any reason why the requested records are not available.

Upon written request, copies of written material in the non-exempt public records of Morehead State University will be furnished to any person requesting them for non-commercial purposes upon payment of a fee of ten cents (\$0.10) per page. Copies of non-written records (e.g. photographs, maps, material stored in computer files, library items, etc.) shall be furnished in standard format upon payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record. If said copies of written and non-written materials are requested to be mailed, such will be mailed upon receipt of all fees and the costs of mailing.

Upon written request, copies of the non-exempt records of Morehead State University will be furnished for commercial purposes in accordance with the provisions of KRS 61.874(4)(5). For all requests for commercial purposes, a certified statement will be required from the requesting party stating the specific commercial purpose for which the records are to be used. Additionally, the requesting party shall enter into a contractual agreement with Morehead State University limiting the use of the records to the specific commercial purpose enumerated in the certified statement. A reasonable fee will be established for each commercial request and will be set forth in the aforementioned contractual agreement.

**APPROVED BY:**

VICE PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROPRIATE INSTITUTIONAL REVIEW: Jane V. Fitzpatrick DATE: 7/9/18

PRESIDENT: Jay W. Morgan DATE: 7-9-18