



UAR NUMBER: 901.04

TITLE: Regulations Governing Inspection of the Public Records of Morehead State University

ORIGINATOR(S):

University General Counsel

INITIAL ADOPTION: 02/21/2000

REVISION DATE(S): 04/04/2001; 07/09/2018; 06/29/2021

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY STAFF STUDENTS VENDORS OTHER (SPECIFY):

PURPOSE:

Pursuant to KRS 61.870 to 61.884, the public is notified that the non-exempt public records of Morehead State University are open for inspection during regular business hours, on days the University is open for business, upon written request to the official custodian of the records as set forth herein below.

SCOPE:

Any component of the University responsible for the production and/or maintenance of public records.

DESCRIPTION (INCLUDE DEFINITIONS):

The principal office of Morehead State University is the Office of the President, located at 202 Howell-McDowell Administration Building, 150 University Boulevard, Morehead, Kentucky, 40351. The President has designated, in his/her discretion, the Office of General Counsel to serve as the official custodian of the public records of Morehead State University. All public records of Morehead State University are open to inspection by any resident of the Commonwealth of Kentucky, as defined by KRS 61.870(10).

Requesting parties must submit a written request for records, describing the records being requested and including the name and signature of the requesting party and a statement that the party is a resident of the Commonwealth of Kentucky, as defined by KRS 61.870(10). A requesting party can elect to use the open records request form provided by the Office of the Attorney General, but use of the form is not required. All requests for records can be hand-delivered, mailed, faxed, or emailed to the Office of General Counsel at:

Office of General Counsel
Morehead State University
305 Howell-McDowell Administration Building
150 University Boulevard
Morehead, Kentucky. 40351
Phone: (606) 783-2053
Fax: (606) 783-9153
Email: OpenRecordsRequest@moreheadstate.edu

The regular business hours for the Office of General Counsel are 8:00 a.m. to 4:30 p.m. Monday through Friday on days the University is open for business. All requests for records shall be made by submitting a written request as outlined above. Following receipt of a request for records, the Office of General Counsel will provide records within five (5) business days after receipt of the request, not including Saturdays, Sundays, and legal holidays, unless a detailed explanation of the cause is given for further delay and the time, place, and earliest date on which the public record will be available for inspection. Records may be exempted from disclosure pursuant to KRS 61.878. Unless a requesting party requests an in-person inspection of records, the Office of General Counsel will provide copies of records via physical or electronic mail. If an in-person inspection is requested, the requesting party may inspect such records during the regular business hours of the Office of General Counsel.

Upon written request, copies of the public records of Morehead State University will be furnished to the party requesting the records for non-commercial purposes. If copies of records are provided to the requesting party in-person or via physical mail, the Office of General Counsel may request payment of a fee of ten cents (\$0.10) per page in advance of providing copies of records. The Office of General Counsel may also require payment of reasonable fees and costs associated with mailing copies of records.

Upon written request, copies of the public records of Morehead State University will be furnished to the party requesting the records for commercial purposes in accordance with the provisions of KRS 61.874. 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: 6/29/21
General Counsel

PRESIDENT: Jay Morgan DATE: 6-29-21