



NELSON COUNTY - KENTUCKY

DEAN WATTS, County Judge Executive
P.O. BOX 578 • 113 EAST STEPHEN FOSTER AVENUE
BARDSTOWN, KENTUCKY 40004-0578
Phone: (502) 348-1800
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NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE NELSON FISCAL COURT OR NELSON COUNTY JUDGE EXECUTIVE

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application, signed by the applicant and with his name printed legibly on the application to Dean Watts, County Judge Executive, official custodian of the public records of the Nelson Fiscal Court or Nelson County Judge Executive whose address is One Court Square, Bardstown, Kentucky, 40004 from 8:00 a.m. to 4:00 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

How do I request a public record?

To request copies of or inspect public records, you must make a **written** request to the Official Custodian of Records (Dean Watts). Sign the request, print your name, and describe the records (be specific, i.e. name, date, location) you wish to inspect or obtain copies of. Please include your address and phone number. Mail, fax or hand deliver your request to the Nelson County Judge Executive Dean Watts, One Court Square, Bardstown, KY 40004, 502-348-1800; ncjudge@bardstown.com.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on 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.

A handwritten signature in blue ink that reads "Dean Watts".

Dean Watts
Nelson County Judge Executive



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REQUEST OPEN RECORDS

In 1976, the General Assembly enacted the Open Records Act, KRS 61.870 to KRS 61.884, which establishes a right of access to public records. The General Assembly recognized that the free and open examination of public records is in the public interest.

Subject to certain exemptions, records that are prepared, owned, used, possessed, or retained by a public agency are public records and will be made available to the public upon request.

HOW TO REQUEST OPEN RECORDS:

- Print and fill out the Nelson County Open Record Request Form.
- Submit the form:
Mail to the Nelson County Judge Executive's Office, One Court Square, Bardstown, KY 40004; or
Fax (502) 348-1873; or
Scan the completed and signed form and attach to email at nejudge@bardstown.com
- When applicable, provide a date range.
- Pursuant to the Kentucky Open Records Acts, Fiscal Court has three (3) business days (excluding weekends and holidays) which to respond to the request.
- Records will be available to pick up or view at Nelson County Judge Executive's office, or mailed if requested.
- A fee of \$0.10 per page and \$.40 per CD-rom if you choose to pick up or have records mailed. We do not convert paper records into digital formats.
- If your request is denied, Judge Executive will include a statement of the exception which authorizes the County to withhold the record, and a brief explanation of how the exception applies to the record withheld.

NELSON COUNTY OPEN RECORD REQUEST

Pursuant to the Kentucky Open Records Acts

\$0.10 per copy; \$0.40 per CD-rom

DATE OF REQUEST: _____ TIME: _____

Please Print

NAME: _____

ADDRESS: _____

PHONE # (during business hours): _____

DESCRIPTION OF RECORD(S) DESIRED:

SIGNED: _____

(DO NOT WRITE BELOW - This section is to be completed by County staff)

RESPONSE DATE: _____ TIME: _____

METHOD OF DELIVERY: _____

NUMBER OF PAGES: _____ AMOUNT PAID: _____

BY: _____ TITLE: _____

DENIAL OF REQUEST BY COUNTY ATTORNEY AND BASIS FOR DENIAL (if applicable):

Pursuant to the Kentucky Open Records Acts, Nelson County Fiscal Court has three (3) business days which to respond to this request (excluding weekends and holidays).

Nelson County Fiscal Court, One Court Square, Bardstown, KY 40004

Phone: (502) 348-1800; Fax: (502) 348-1873

email: ncjudge@bardstown.com