

**Elsmere Fire Protection District
Rules and Regulations
Pertaining to Requests under the Open Records Act**

These Rules and Regulations are adopted pursuant to KRS 61.878. All requests to the Elsmere Fire Protection District ("District") for open records under KRS 61.878 to 61.884 (the "Open Records Act") shall adhere to these Rules and Regulations and the Open Records Act.

Section 1: The Title and Address of the Official Custodian of Records:

All requests for records shall be directed to the Official Custodian of Records. The Official Custodian of Records for the District is Steve C. Martin. The Official Custodian's address and contact information is as follows:

Steven C. Martin
Ziegler & Schneider, P.S.C. Attorneys At Law
541 Buttermilk Pike Suite 500/P.O.Box 175710
Covington, Kentucky 41017-5710
Telephone: (859) 426-1300
Fax: (859) 426-0222

Section 2: Procedure to follow to request Public Records:

To request a public record of the District, a requestor must submit a written request to the Official Custodian describing the records to be inspected and signed by the requestor. Hand delivered, mailed, or faxed inquires to the Official Custodian will be accepted. Requests must be for specific identifiable documents. The requestor must identify whether the requester wishes to inspect the requested documents at the District or whether the requester desires to receive copies in the mail. If the requested records do not exist, there is no obligation under the Open Records Act to create a document to satisfy the request.

Section 3: Response by the Official Custodian of Records to a Request.

Within three business days after the receipt of a written request for public records, excluding holidays and weekends, the Official Custodian must determine whether to comply with the request. If the written request places and unreasonable burden in producing voluminous records, or if the Official Custodian has reason to believe that repeated requests are intended to disrupt the essential functions of the District, the Official Custodian may refuse to permit the inspection and shall so notify the requester in writing. The Official Custodian may further deny a request for reasons permitted under the Open Records Act. In denying a request, the Official Custodian shall provide a brief statement of the specific exception authorizing the denial, provide a brief explanation of how the exception applies to the document withheld; and the notification must be issued under the Official Custodian's authority.

Section 4: Principal Office of the District and its Regular Office Hours

Records may be inspected at the District's Principal Office which is 401 Garvey Ave Elsmere, Kentucky during regular business hours. The regular business hours of the District are 9:00am to Noon and 1:00pm to 4:00 pm Monday through Friday, except holidays and emergency closing. Due to limited staff and emergency calls there may be times during the regular business hours when the offices/station is closed. No person may remove the original records without written permission of the Official Custodian. Trustee members of the District requesting records shall also be subject to this policy.

Section 5: Fees

The District sets the following rates of reimbursement of copying expenses under the Open Records Act:

Regular photocopies of documents or photographs\$0.10 per page
Color photocopies of documents or photographs.....actual cost at printer
Digital copy of documents..... \$10.00 per CD or DVD (or actual cost)
Audio recordings of meetings\$10.00 per CD or DVD (or actual cost)

Section 6: Authorization

These Rules and Regulations supersede all previous policies covering the same or similar topics. Exceptions to this policy may be granted only by the Board of Trustees of the District. These Rules and Regulations are effective October 28, 2013.