

OPEN RECORDS POLICY

Open Records Requests will be processed according to the following policy:

1. Certain items may be excluded in whole or in part if they contain exempted information as prescribed under [KRS 61.878](#)
2. The Henry County Clerk's office is funded by collecting statutory fees. Accordingly, copies of records are first subjected to the fee schedules established by [KRS 64.012](#) and [KRS 64.019](#).

Otherwise, copies will be charged at:

Non-commercial document requests \$.50 per copy

3. A phone number and/or email address is not required but may help process your request.

The request should be sent to the Henry County Clerk at:

27 South Property Rd

New Castle KY 40050

The request may be hand-delivered, mailed or sent via fax to (502) 845-5708 during regular office hours.

The request may also be emailed to the Henry County Clerk, Shanda Archer, at shanda.archer@ky.gov.

You may also contact the County Clerk at [\(502\) 845-5705](tel:502-845-5705).

All open records requests should be submitted on the **Request to Inspect Public Records** form.

4. A determination will be made within five (5) working days from the date an application is received (excepting Saturdays, Sundays, and legal holidays) regarding approval of the request, and the requestor will be notified in writing of the decision within the five (5) day period.
5. Applicants requesting copies of public records for a commercial purpose [KRS 61.874](#) must provide a certified statement to the Henry County Clerk stating the commercial purpose for which the records will be used. If approved, applicants will be required to enter into a contract with the Henry County Clerk. The contract will state the fee required by the Henry County Clerk to produce the copies, including labor and production costs.
6. Certain items may be excluded in whole or in part if they contain exempted information as prescribed under [KRS 61.878](#).
7. The Henry County Clerk's office is funded by collecting statutory fees. Accordingly, copies of records are first subjected to the fee schedules established by [KRS 64.012](#) and [KRS 64.019](#).
Otherwise, copies will be charged at:
Non-commercial document requests \$.50 per copy
Non-commercial recordings, computer discs, tapes \$5.00 per copy
8. All fees, including postage if necessary, must be paid in advance.