

## **Highland Heights Police Open Records Act/Open Records Requests**

### **What is the Kentucky Open Records Act (KORA)**

The Kentucky Open Records Act (KRS 61.870 to KRS 61.884), or KORA, provides access to public records that, by law, are not exempt from disclosure. For more information on the act, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov/opengov.htm>.

### **What are public records?**

Public records are those materials prepared, owned, used, possessed, maintained or retained by state and local government agencies that must be open for public inspection unless the records are excluded by any of the 14 exemptions in the Kentucky Open Records Act. Public agencies are not required to compile information or to answer questions, but to provide only specific records responsive to a request. For more information on the 14 exemptions and other KORA information, visit the Kentucky Office of the Attorney General Web site at <http://ag.ky.gov/opengov.htm>.

### **Is there a cost for records?**

The Highland Heights Police may charge .05 cents per released page. There also are charges for photos, compact discs, videotapes and diskettes, if involved, at \$5 each. The clerk will send an invoice with the report stating how much requester owes for records.

### **What is the timeframe for a response to my request?**

State law requires a written response to an open records request be issued within three days (excluding Saturdays, Sundays and legal holidays). The three-day time frame begins the day after receipt of the request. For more information, go to <http://ag.ky.gov/opengov.htm> and click on "Protecting Your Right to Know."

### **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. 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 Highland Heights Police Department, Official Custodian of Records, at the following address:

Highland Heights PD  
176 Johns Hill Road  
Highland Heights, Kentucky 41076  
Attn: Open Records

The fax number is 859-441-8963.

Send to the attention of Records Clerk. If you have questions, call 859-441-8956.

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**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**TYPE OF REPORT REQUESTED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE/TIME FRAME OF REPORT:** \_\_\_\_\_

\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Requesting Individual**

\_\_\_\_\_  
**Date of Request**

----- **Official Use Only** -----

\_\_\_\_\_  
**RECEIVED BY**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE RECEIVED**