

Open Records Policy

Jackson County Clerk

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

1. A request should be submitted in writing, and will need to include the following elements:
 - The name, address, and signature of the person submitting the request.
 - A description of the records to be copied or inspected.
 - A phone number and/or email address s not required but may be helpful in processing your request.
2. The request should be sent to the Jackson County Clerk- PO Box 339 McKee, KY 40447 (regular mail) or 100 Main St N Room 106 McKee, KY 40447. (During regular office hours Monday through Friday, 8:00am to 4:00pm) The request may be hand-delivered, mailed, sent via fax to (606)287-4505, or be scanned and emailed to donald.moore@ky.gov.
3. 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.
4. Applicants requesting copies of public records for commercial purpose (KRS 61.874) must provide a certified statement to the Jackson 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 Jackson County Clerk. The contract will state the fee required by the Jackson County Clerk to produce the copies, including labor and production costs.
5. Certain items may be excluded in whole or in part if they contain exempted information as prescribed under KRS 61.878.
6. The Jackson 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 document recordings, computer disks, tapes \$5.00 per copy
7. All fees, including postage, if necessary, must be paid in advance.