

OPEN RECORDS

School-based decisions making councils are considered public agencies, thus are subject to the open records laws unless the records are exempted by one or more of the exemptions found in statutes KRS 61.870 to KRS 61.884.

The basic requirements to provide access to public records include:



SUITABLE FACILITIES	Each public agency must make suitable facilities available for any person wishing to exercise the right to inspect nonexempt public records.
TIME FOR INSPECTION	Each public agency must permit inspection of nonexempt public records during regular office hours of the agency or mail copies to a person whose residence is outside of the county in which the records are located.
OFFICIAL CUSTODIAN	Each public agency must appoint an official custodian of the agency's records.
RULES AND REGULATIONS	Each public agency must adopt rules and regulations which conform to the Open Records Act, and these must be displayed in a prominent location accessible to the public.
SPECIAL CONSIDERATIONS	A public agency is not required to compile information or to create a document that does not already exist.