

Pursuant to KRS 61.876(1), the purpose of this policy is to share information required by the Open Records Act (KRS 61.870 to KRS 61.884) and the process by which a “Resident of the Commonwealth” (as defined in KRS 61.870(10)) may submit an open records request to the Scott County Fiscal Court (the “County”).

Principal Office and Regular Office Hours

The County’s principal office is located at Scott County Courthouse, 101 East Main Street #210, Georgetown, Kentucky, 40324. The Scott County Courthouse is open Monday through Friday, except holidays, from 8:30 a.m. to 4:30 p.m.

Official Records Custodian

The official custodian of the County’s public records is the Fiscal Court Clerk. The mailing address for the Fiscal Court Clerk is Scott County Courthouse, 101 East Main Street #210, Georgetown, Kentucky, 40324. The Court Clerk’s email address is stacyh@scottkygov.

Fees Charged for Copies

The fees charged by the County for copies of non-exempt public records are set forth in the “Fee Schedule” below. When fees are applicable, no copies will be released until full payment has been received either in the form of exact change in cash or check or money order made payable to the “Scott County Fiscal Court” with “ORR – Last Name” in the memo line. If the request is for a commercial purpose, the requestor could be required to prepay for the actual cost of the copies of the non-exempt public records, staff time in creating the copies, and the cost incurred by the County in processing the request for public records.

Submitting an Open Records Request

All requests for copies or to review non-exempt public records in the custody and/or control of the County must be made in writing and in accordance with the requirements set forth in KRS 61.872(2). Only a “Resident of the Commonwealth” (as defined in KRS 61.870(10)) may request to inspect the County’s public records. Requests may be sent by mail, submitted in person, or submitted electronically via e-mail or through an Online Records Request Form to the Fiscal Court Clerk. Requestors may also use the standardized Form Developed by the Attorney General. Open records requests may be submitted during the regular office hours for the Scott County Courthouse. If it appears that a request is for a commercial purpose as defined in KRS 61.870(4), the requestor will be asked to provide a certified statement identifying the commercial purpose for which the records will be used.

Fee Schedule

These charges may or may not apply to other County departmental responses for records or other copies provided in the normal course of business unrelated to an Open Records request. In special cases where items are not listed and the County incurs actual costs related to making copies, that cost will be estimated and passed along to the requestor.

No charge may be levied for staff time related to making Open Record copies unless for a commercial use request **or** attorney-requested police body camera footage.

Non-Commercial Use Request

Paper copy on 8.5 inches by 11 inches, 8.5 inches by 14 inches, or 11 inches by 17 inches. The first 25 pages are at no charge.

Media Type	Media Size	Cost
Paper Copy Black and White	8.5 inches by 11 inches	\$0.10 per page
Paper Copy Black and White	8.5 inches by 14 inches	\$0.15 per page
Paper Copy Black and White	11 inches by 17 inches	\$0.25 per page
Paper Copy Color	8.5 inches by 11 inches	\$0.25 per page
Paper Copy Color	8.5 inches by 14 inches	\$0.30 per page
Paper Copy Color	11 inches by 17 inches	\$0.35 per page
Flash Drive	Any Size	\$12.00 each

Commercial Use Request

Commercial use requests may be subject to the fee schedule included above. All commercial use requests shall be subject to a \$15 per hour labor charge (billed in quarter-hour increments). This includes attorney-submitted requests for body worn camera footage.

Postage & Mailing Charge Schedule

When it is practical to obtain the actual cost of mailing, the actual cost will be assessed prior to mailing the records. No charge will be assessed for postage less than \$1 (standard business envelope).