

**Public Records Notice**

**RULES/REGULATIONS FOR INSPECTION**

Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Greenup County Board of Education are open for inspection.

Public records may be inspected Monday through Friday, except holidays, during regular working hours. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form (1.6 AP 2).

Completed application forms should be submitted to the Board's official custodian of public records, at the following address:

Greenup County Schools  
45 Musketeer Drive  
Greenup, Kentucky  
41144

An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.

Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.

Persons who live outside the area and who wish to request copies of public records should contact the person listed above.

Review/Revised: 01/31/05