



Garrick Thompson

(270) 389-1334 Office

(270) 389-9135 Fax

UNION COUNTY CLERK

100 W. Main Street

Post Office Box 119

Morganfield, KY 42437

Open Records Policy

Union County Clerk

Open Records Requests 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 is not required, but may be helpful in processing your request.

2. The request should be sent to the Union County Clerk – 100 West Main Street, Morganfield, KY, 42437 during regular office hours (Monday through Friday, 8:00 a.m. to 4:00 p.m.). The request may be hand-delivered, mailed or sent via fax to (270) 389-9135. Emailed requests will not be accepted.

3. A determination will be made within three (3) 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 three (3) day period.

4. Applicants requesting copies of public records for a commercial purpose (KRS 61.874) must provide a certified statement to the Union 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 Union County Clerk. The contract will state the fee required by the Union 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 Union 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 recordings, computer disks, tapes \$5.00 per copy
7. All fees, including postage if necessary, must be paid in advance.

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