

## Notice

### Inspection of the Public Records of the University of Kentucky

Pursuant to KRS 61.870 to 61.991, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application.

1. The principal office of the University is located at 301 Main Building, Administration Drive, Lexington, Kentucky, 40506-0032.
2. Application forms for the inspection of the public records of this agency are available in Room 301B of the Main Building and will be furnished on request to any person by an employee in that office. Application forms may be obtained in person in Room 301B, Main Building, by mail at the address listed above, or by FAX at (859) 323-1062. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays.
3. Requests for public records may also be made by written letter, fax, or electronic mail without the use of an application form. No telephone requests for records will be accepted. Please direct any email requests to [ukopenrecords@uky.edu](mailto:ukopenrecords@uky.edu).
4. Copies of written material in the public records of this agency will be furnished to any person requesting them for non-commercial purposes on payment of a fee of ten cents (10¢) a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) for non-commercial purposes will be furnished in standard format on request, on payment of charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record. If a person requests that copies of public records be mailed, such will be mailed upon receipt of all fees and the cost of mailing.
5. Copies of public records will be furnished for commercial purposes in accordance with KRS 61.874(4) and (5). The public agency from which copies of nonexempt public records are requested for a commercial purpose may require a certified statement from the requester stating the commercial purpose for which they shall be used, and may require the requestor to enter into a contract with the agency. The contract shall permit use of the public records for the stated commercial purpose. A reasonable fee will be established.
6. Bill Swinford, Chief of Staff to the President, is the official custodian of the public records of the University of Kentucky. His address as official records custodian is 301 Main Building, Administration Drive, University of Kentucky, Lexington, Kentucky 40506-0032.