

## Open Records Policy

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 help process your request.
2. The request should be sent to the Hopkins County Clerk at:

24 Union Street

Madisonville, KY 42431

The request may be hand-delivered, mailed or sent via fax to (270) 821-3270, during regular office hours. **\*\*Emailed open records requests will not be honored.**

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 Hopkins 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 Hopkins County Clerk. The contract will state the fee required by the Hopkins 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 Hopkins 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
7. All fees, including postage if necessary, must be paid in advance.