

## **Confidentiality, Open Records, and Open Meetings**

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### **Confidentiality**

It is the policy of the Bullitt County Public Library to protect as far as possible the privacy of all library patrons and to make no inquiry into the purposes for which a patron requests information or materials. Records which may be required in controlling the use of materials either on or off the premises of the library are for the sole purpose of protecting public property and such records are not used directly or indirectly to identify the kinds of materials used by individual library patrons, except insofar as the library may be helpful to such a patron in finding requested information.

Confidential patron records can only be made available to third parties with the appropriate court order or in accordance with the laws of the Commonwealth of Kentucky and the Federal Government.

### **Open Meetings**

The Board shall always operate in accordance with the Kentucky Revised Statutes (KRS 61.800-850) that govern the public's right to attend all meetings, be informed of such meetings, and have open access to the records of the Library.

### **Open Records**

The Library, as a public agency, is required to comply with all applicable state and federal laws and regulations related to Open Records. KRS 61.870 through KRS 61.884 covers the Kentucky General Assembly's intent regarding Open Records. These statutes are further clarified, as necessary, by decisions of the Office of Attorney General.

### **Requests For Records**

The Library Director (or designee) acts as Custodian for all Open Records Requests. KRS 61.870(5). Requests must be in writing and must contain the requestor's name, a description of the documents that are being requested, and the requestor's signature. KRS 61.872(2).

Mailed requests must addressed to:

Bullitt County Public Library  
ATTN: OPEN RECORDS REQUEST  
127 N. Walnut St  
PO Box 99  
Shepherdsville, KY 40165

Requests may be delivered in person to the same address. Requests may also be delivered by fax to (502) 543-5487.

Open Records Requests made through any other means will not be honored. The requestor will be directed to make the request in printed form and delivered through one of the acceptable methods.

### **Response**

A public agency has three days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to expire the day after the request is received. KRS 61.880(1).

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met. KRS 61.880(1)

### **On Site Examination Of Records**

Individuals requesting information will be allowed to conduct on-site inspection of records during the regular office hours of administration staff (9am until 5pm, Monday through Friday). An on-site inspection may be required by the Library if the request is not specific in nature or if the requestor resides or maintains an office within Bullitt County. KRS 61.872(3)(a).

### **Exempt Records**

The Library will not honor requests for personnel or medical records for past or present employees nor the circulation records for individual patrons. KRS 61.878(1)(a). The Library also considers other records as exempt as determined by KRS 61.878.

### **Denial Of Request**

In some cases, the Library may find that a request creates an unreasonable burden and may deny such request. Requests that the Library believes are intended to disrupt its essential functions may also be denied. In these cases, the Library will provide evidence to the requestor of the basis of its belief and notice of the refusal will be reported to the Office of the Attorney General. Evidence may include an estimation of time/expense to retrieve the records or a duplication in the type/nature of the request. KRS 61.872(6).

### **Copies**

Copies of any requested materials may be provided at a cost of \$0.10 per page. Requests for specialized copies (i.e. color or oversized copies, other physical formats) will be provided at the cost incurred by the Library to produce them. Payment is expected prior to the delivery of the requested pages along with postal costs, as necessary. KRS 61.872(3)(b).

### **Retained Records**

The Library will maintain and retains records in accordance with applicable laws and regulations. Such practices will include the permanent retention of:

- Annual budgets;
- Auditor reports;

- Blueprints (duplicate copies may be discarded);
- Board meeting minutes and agendas;
- Financial records (not including invoices);
- Library policies;
- Official correspondence;
- Payroll records.

Other records not specifically noted or required by applicable laws may be retained or discarded according to applicable timetables.

### **Destruction of documents**

The Library destroys documents regularly as a part of its record retention schedule. Once a document has been retained for a sufficient time to satisfy its retention cycle, it is subject to destruction at any time. The Library Director acts as the Custodian for the Library's official documents and will ensure that the schedule of retention and destruction of records is maintained.

A Records Destruction Certificate will be completed and filed with the Kentucky Department for Libraries and Archives' Records Division whenever documents are destroyed according to the retention schedule.