



POLICY & PROCEDURE DOCUMENT

NUMBER: 0.2030
SECTION: GENERAL UNIVERSITY
TITLE: OPEN RECORDS REQUESTS
DATE: November 19, 2012

I. Purpose and Scope

In 1976, the General Assembly enacted the Open Records Act, KRS 61.870 to KRS 61.884, which establishes a right of access to public records. As a public agency, Western Kentucky University is required to abide by the provisions of the Commonwealth's Open Records Act. WKU complies with the letter and spirit of the Commonwealth's Open Records Act and these guidelines serve to establish procedures for handling open records' requests.

This policy sets forth the process to be undertaken when open records' requests are filed for university records. These guidelines have been developed to ensure that the university responds to open records' requests in an accurate, timely, consistent and open manner.

II. Policy

- A. To submit a request: University records covered by the Open Records Act may be obtained by submitting a written request to one of the following:

Media Relations Director
WKU Public Affairs
1906 College Heights Blvd. #11012
Bowling Green, KY 42101
FAX: (270) 745-5387

Chief of Staff / General Counsel
1906 College Heights Blvd. #11001
Bowling Green, KY 42101
Office: (270) 745-5398
FAX: (270) 745-4492

1. Requests may be submitted via hand-delivery, U.S. Mail, or facsimile. The university is not required to honor open records requests submitted via electronic mail, but will consider such requests and respond on a case by case basis. All requests submitted via Electronic mail must include a name and U.S. mailing address for delivery of the requested records. For such consideration, requestors should direct their inquiries to: wku@wku.edu

2. Persons submitting requests shall be advised of the availability of the records requested for inspection, 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 requested are not available for public inspection.
 3. Fees related to a request: Some requests may require payment of reasonable fees for copies and mailing
- B. If you have received a request: Requests to inspect or copy university records received by other university employees should be forwarded immediately to the Media Relations Director and/or Chief of Staff / General Counsel.
- C. Miscellaneous:
1. A person requesting access to records may be required to conduct an on-site inspection, before receiving copies, if the person resides or has his or her principal place of business in the county where the records are located and/or if he or she fails to precisely describe the records.
 2. If the record requested is in active use, in storage, or not otherwise available, the requester will be notified of this within three days from receipt of the request. If the record cannot be retrieved within the three day period, the university will notify the requester in writing and provide a detailed explanation of the cause for the delay, and also stating the earliest date on which the record will be available.
 3. The university may impose a higher copying fee for requests made for a commercial purpose. "Commercial purpose" is defined as any use by which the user expects a profit but excludes newspaper or periodical publications, radio or television broadcasts, or use by attorneys representing parties in litigation.
- D. Questions regarding these guidelines should be directed to the Media Relations Director and/or Chief of Staff / General Counsel.

For additional information: [Office of the Attorney General – Open Records](#)