

NOTICE

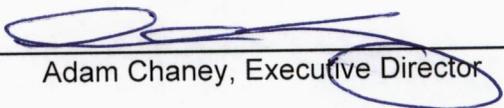
**ADMINISTRATIVE RULES AND REGULATIONS GOVERNING
INSPECTION OF THE PUBLIC RECORDS OF
SANITATION DISTRICT NO. 1**

Pursuant to KRS 61.870 to 61.884, 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 residents of the Commonwealth only upon written request -- Attention: Tina Graham, Records Coordinator, who is official custodian of the public records of Sanitation District No. 1 or Barbara Arnzen as designee. The writing should include legibly printed name; signature; a detailed description of the records, including date range, if known; method of delivery; contact information; whether the records will be used for commercial or non-commercial purposes; and a statement that the business qualifies as a resident of the Commonwealth. Assistance in completing the Request to Inspect Public Records form will be provided by an employee on request. If you have further questions, please contact Tina Graham at 859-578-6742 or Barbara Arnzen at 859-578-6774

The Request to Inspect Public Records is available at www.sd1.org or 1045 Eaton Drive, Ft. Wright, Kentucky 41017. Written requests shall be accepted via U.S Mail or hand-delivery at the address listed above from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays; via facsimile at 859-331-2436 or via email to records@sd1.org.

Those requesting the inspection of public records shall be advised of the availability of the records requested and shall be notified in writing no later than five (5) business days after receipt of a request for inspection of any reason the records requested are not available for public inspection. If the record(s) sought are in active use, in storage or not otherwise available, the applicant will be advised of the reason of the delay in providing access to the records and the earliest date and time that the records will be available. If a request for inspection of a record is denied for any reason, the requester shall be advised in writing the reason for denial, in whole or in part, and shall include a statement of the specific exception outlined in SD1's Open Records Policy (which is in compliance with the Kentucky Open Records Act [KRS 61.878]), authorizing denial of the application and how the exception applies to the records withheld. Copies of written material in the public records of this agency shall be furnished to any resident of the Commonwealth requesting them on payment of a fee of ten (10) cents a page; copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a 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.

This, the 7 day of October 2021



Adam Chaney, Executive Director