

Laurel County Clerk

Open Records Policy

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 on written request to Brandon Kilburn, Deputy Clerk, whose address is ,101 S Main St Rm 203, London, KY 40741 from 8 am to 6:00 pm Monday and Thursday, and 8 am to 4:30 pm Tuesday, Wednesday, and Friday, each week, except holidays. Written requests are accepted by in person request, mail, facsimile (606864-7369) and email (brandon.kilburn@ky.gov). All requests must include full name of requester, a mailing address, and must include a statement that the person making the request is a resident of the Commonwealth.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non-written 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 office will endeavor to accommodate requests for electronic records.

A standardized form for Open Records Requests can be found [HERE](#).