

TARC Open Records Request Policy and Procedure

PURPOSE: This policy sets forth the procedure to make an Open Records Request to TARC and costs associated with the production of copies of such documents.

PROCEDURE:

A request to review records shall be made in writing as follows:

1. Send an email to OpenRecordsRequest@ridetarc.org; or
2. Mail or hand-deliver a written request to: TARC, Attention Open Records Request, 1000 W Broadway, Louisville, KY 40223.

The official custodian of TARC's public records is the General Counsel or his or her designee.

Requestor shall include in an Open Records Request:

1. Date of request; and
2. Requestor's name, address, email, contact phone number and place of employment or business (if applicable); and
3. Specific detail of the records that requestor seeks (i.e., timeframe, type of events, documents and/or actions); and
4. Designate whether the request is for a commercial or non-commercial purpose.

Records may be made available for inspection during regular business hours, which is between 8 a.m.– 5 p.m. However, due to COVID-19, on-site inspections are currently delayed until the State of Emergency of the Commonwealth of Kentucky has been lifted.

Requestor may request copies of any public record. The costs of copies of such records for a **noncommercial purpose** shall be based on the cost of reproduction, including the costs of the media, (CD, DVD, thumb drive, etc.) and any mechanical processing cost incurred or otherwise allowed in KRS 61.874(3). Requests for **commercial purposes** shall be charged according to the provisions of KRS 61.874(4).

The official custodian shall comply with requirements of KRS 61.870-884 in administration of this policy.