

Okolona Fire Department
Standard Operating Procedure

OPEN RECORDS

Page Number: Effective Date: Reviewed with No Changes: Supersedes Editions:
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Purpose: *The Okolona Fire Protection District is a public agency, and its records are subject to public examination.*

Procedure:

1. The fire chief of the Okolona Fire Protection District shall be the official custodian of records, as defined in Kentucky Revised Statute 61.870 (3).
2. All records of the Okolona Fire Protection District/Okolona Fire Department shall be open for inspection by any person except as noted below.
3. Suitable facilities for inspection of records shall be provided by the fire district for the exercise of this right.
4. No person shall remove original copies of records of the fire district without having received the written permission of the official custodian.
5. Any person shall have the right to inspect records of the fire district during the regular business hours of the fire district.
6. A written request describing the records to be inspected shall be provided to the official custodian.
7. The official custodian shall notify the person requesting inspection of the place, time and date for inspection of the records, not to exceed three (3) working days from the date of the request. If there will be a delay, the official custodian will give the requesting person a detailed explanation of the cause for the delay, and the place, date and time on which the record will be available for inspection.
8. If the written request places an unreasonable burden in producing voluminous records, or if the official custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the fire district, the official custodian, may refuse to permit the inspection.
9. Copies, abstracts and memoranda may be made of the records, by the requestor. A written request to make copies shall be made to the official custodian.
10. There shall be a charge for copies of the records, according to the following schedule:
 - A. Fire reports without photographs - \$2.00
 - B. Fire reports with photographs - \$10.00
 - C. Other records - \$.50 per page
11. The principal office of the Okolona Fire Protection District is at 8501 Preston Highway, Louisville, Kentucky 40219.
12. The regular business hours of the Okolona Fire Protection District are 8:00 AM to 1:00 PM and 2:00 PM to 4:00 PM weekdays, excluding holidays.
13. The title of the official custodian of the fire district records is: Fire Chief, Okolona Fire Protection District. The address is 8501 Preston Highway, Louisville, Kentucky 40219.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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14. The following records are not available for public inspection, except when ordered by a court of competent jurisdiction:
 - A. Records containing information of a person nature where public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy (personnel files).
 - B. Contents of real estate appraisals, engineering or feasibility estimates and evaluations made by or for the fire district relative to the acquisition of property, until such time the property is acquired.
 - C. Test questions, scoring keys and other examination data, for employment, or licensing examination before the examination is given, or if the examination is to be given again.
 - D. Records involved in the investigation of statutory or regulatory investigation if the disclosure of the information would cause harm by disclosing the identity of informants, or by premature release of the information used by a law enforcement agency, or other administrative agency action or adjudication. These records will be open after enforcement action is completed, or a decision is made to take no action.
 - E. Preliminary drafts, notes, correspondence with private individuals other than correspondence which is intended to give notice of final action of the fire district.
 - F. Preliminary recommendations, and preliminary memoranda in which opinions are expressed or policies formulated or recommended.
 - G. All records or information the disclosure of which is prohibited by law or regulation.
15. Any record containing information that is not open for inspection included in records, the fire district shall separate the excepted, and make the non-excepted information available for inspection.
16. Any record, included those normally excluded, shall in no way prohibit or limit the exchange the sharing of information between agencies when the exchange is serving a legitimate governmental need or is necessary in the performance of a legitimate governmental function.
17. Within three (3) days of a written request to inspect information, excepting holidays and weekends, the fire district shall determine if the request is to be granted. A response to the requester shall be made within the three day period, of the fire district's decision. Any denial for inspection of information that is excluded shall state that the information is not available for inspection, pursuant to Kentucky Revised Statute 61.878, along with a statement of how the exception applies to the record withheld. This response shall be made by the official custodian, and shall constitute final fire district action.
18. If the person seeking the denied information so requests, a copy of the written response shall be promptly forwarded to the attorney general of the Commonwealth of Kentucky.
19. Any current member of the Okolona Fire Protection District may inspect, and obtain copies of information pertaining to him, subject to the aforementioned exclusions. No written request is required, only a verbal request communicated to the official custodian. The official custodian may waive the charge for copies.
20. Any other person may inspect, and obtain copies of information pertaining to him, subject to the aforementioned exclusions, upon presentation of appropriate identification.

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