



OPEN RECORDS POLICY

Pursuant to KRS 61.870 to 61.884, the public records of the Jefferson County Office of the Commonwealth's Attorney, other than those exempted by law, are open for inspection by any person upon written request to:

Hon. Erwin Roberts
Jefferson County Office of the Commonwealth's Attorney
514 W. Liberty Street
Louisville, Kentucky 40202
OpenRecordsRequest@louisvilleprosecutor.com

Application for inspection must be in writing and hand-delivered, mailed, or e-mailed to the above address. Complete the fillable Request to Inspect Public Records form. Then save to your computer and send as an attachment to the e-mail above. Or print out a hard copy and mail to the address above.

http://louisvilleprosecutor.com/2021_standardized_open_records_request_form_v3/

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

Copies of written materials in the public records of this agency will be furnished to any applicant upon payment of a fee of \$.10 per page. Copies of non-written materials in the public record (photographs, digital files, etc.) will be furnished upon payment of a charge equal to the actual cost of producing copies of such materials by the most economic process not likely to damage or alter the records.

Be advised: pursuant to KRS 61.878(1)(h), "records or information compiled and maintained by County Attorneys or Commonwealth's Attorneys pertaining to criminal investigations or criminal litigation shall be exempted from the provisions of KRS 61.870 to 61.884 and shall remain exempted after enforcement action, including litigation, is completed or a decision is made to take no action." See also: *Skaggs v. Redford*, 844 S.W.2d 389 (Ky. 1992).