

BARREN RIVER



AREA DEVELOPMENT DISTRICT

177 GRAHAM AVENUE
BOWLING GREEN, KY 42101
P: 270-781-2381 / F: 270-842-0768
www.bradd.org

NOTICE

RULES AND REGULATIONS FOR THE INSPECTION OF THE NONEXEMPT PUBLIC RECORDS OF THE BARREN RIVER AREA DEVELOPMENT DISTRICT (BRADD)

Pursuant to KRS 61.870 to 61.884 the public is notified that, as provided herein, the nonexempt public records of the Barren River Area Development District are open for inspection by any person upon written application to the official records custodian.

Official records custodian: Caleb Speck, Executive Assistant: phone: 270-781-2381, email: caleb.speck@bradd.org

Time and location of onsite inspection: BRADD office, 177 Graham Avenue, Bowling Green, KY 42101, from 8:00 a.m. to 4:30 p.m., Monday through Friday each week, except holidays.

Procedures: Application forms for the inspection of the public records of this agency will be furnished on request to any person by the official records custodian. Requests can be made without a form if they are written; legible; contains the name, address and phone number of the requester; identifies the records to be examined; time and date required for inspection (if onsite); and signed and dated by the requester. The request may be hand delivered, mailed or emailed.

Once the written request is submitted, 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 three (3) working days (excluding Saturdays, Sundays and legal holidays), after receipt of an application for inspection of any reason the records requested are not available for public inspection. The 3 day period begins the day after receipt of the request.

Copies of written material in the public records of this agency shall be furnished to any person requesting them, for non-commercial purposes, upon payment of a fee of ten (10) cents a page. Requests for copies to be used for commercial purposes shall be provided upon payment of a charge equal to the actual cost of producing the records.

Copies of non-written records (photographs, maps, electronic material stored in computer files, 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.

