

## **Information**

Open Records Inspection of University Records by the Public

## **Effective**

July 15 1976

## **Number**

UARC 2 00

## **Applicability**

This policy applies to the University Community administrators faculty staff and students

## **Administrative Authority**

General Counsel and Vice President for Legal Affairs

## **Responsible Unit**

Office of General Counsel and Vice President for Legal Affairs

206 Grawemeyer Hall

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## **History**

Revision Date(s): October 19, 2021; January 4, 2022; May 10, 2023

Reviewed Date(s):

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## **Categories**

## **Statement:**

University records are subject to inspection by the public in accordance with the Kentucky Open Records Act (KRS 61.870-61.884).

## **Related Information:**

The University Archives and Records Center is the official repository for all University records and is responsible for the University's compliance with state and federal records laws, including those governing personal privacy; public access; micrographic, photographic, or electronic storage and reproduction; overall disposition; and destruction. The University Archivist shall serve as the official custodian of University records.

The University Archives and Records Center shall preserve proper and adequate documentation of University policies, decisions, procedures, functions, and essential transactions.

## **Reasoning:**

Kentucky Open Records Act (KRS 61.870-61.884)

## **Definitions:**

Kentucky law defines public records as "all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings, and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410, Section 1). The Kentucky Open Records Act mandates that "public records shall be open for inspection by any person, except as otherwise provided by KRS 61.870-61.884" (KRS 61.872).

## **Responsibilities:**

The University Archivist serves as the official custodian of University records. The Open Records Team responds to all Open Records requests.