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
502-852-5799
korareq@louisville.edu

History

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

Reviewed Date(s):

Categories

Reason for Policy:

Kentucky Open Records Act (KRS 61.870-61.884)

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.

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).

Procedures:

https://louisville.edu/counsel/open-records

Responsibilities:

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

Forms/Online Processes:

https://louisville.edu/counsel/open-records/request

https://louisville.edu/counsel/open-records/kentucky-open-records-act-form