



**Three Rivers District Health Department
& Home Health Agency**

510 South Main Street -- Owenton, Kentucky 50359
PH (502) 484-3412 -- Fax (502) 484-0864

APPLICATION FOR PUBLIC RECORDS

I, _____, do hereby make application for inspection of the following
(Please print your name here)

records of the Three Rivers District Health Department:

Purpose of application

Commercial Use
(Certification Required)

Non-Commercial Use

Signature of Applicant

Date

Telephone Number

Address

City

St

Zip

FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE

TO APPLICANT: The Above requested records are:

- Available for inspection in the District Office immediately upon processing your request.
- To be copied at your expense and will be made available to you on the _____ day of _____, 20____, at _____ o'clock ____ M.
- Not subject to disclosure pursuant to the Kentucky Open Records Act.
- Not subject to disclosure pursuant to HIPPA/HIPAA Regulations.
- Not in existence due to vagueness of request.
- Not in existence due to the fact that it requires the creation of documents.

Rules and Regulations.

Any person shall have the right to inspect public records;
A written application is required to view and or obtain copies of public records;

A certified application is required for certain purposes regarding the use of public records;

Requests should be submitted in person, via mail or via facsimile only; any other delivery method may result in delays or an involuntary discharge of the application;

Records may be viewed during regular business hours from 8:00am – 4:30pm at the designated Principal Office;

Copies may be made upon request in a standard format*;

A reasonable fee will be proscribed for copies of records and is required in advance;

Copies of records can be mailed to a requestor if requested, and after fees and postage have been paid by the requestor;

Requests that place an unreasonable burden on the Health Department or repeated requests that are intended to disrupt other essential functions of the Health Department may be denied as permitted by KRS. 61.872(6);

NO PERSON shall remove ANY original public record from the Health Department without express written permission of the Three Rives District Health Department;

Requests for public records for commercial uses must be disclosed upon request^{#^};

Failure to disclose commercial purpose or other misuse of public records can result in damages up to three (3) times the amount charged for such purposes, reasonable attorney's fees, and other penalties as established by law;

Failure to comply with these rules and regulations may result in delays of your request and or penalties up to the maximum limit of the law.

*If a public agency is asked to produce a record in a non-standardized format, or to tailor the format to meet the request of an individual or a group, the public agency may at its discretion provide the requested format and recover staff costs as well as any costs incurred.

#It is unlawful for a person to obtain a copy of any part of a public record for a commercial purpose, without stating the commercial.

^It is unlawful for a person to obtain a copy of any part of a public record for a commercial purpose if the person uses or knowingly allows the use of the public record for a different commercial purpose. It is unlawful for a person to obtain a copy of any part of a public record for a non-commercial purpose if the person uses or knowingly allows the use of the public record for a commercial purpose.

Commercial Purpose. The direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee. It does not include publication or related use of a public record by a newspaper or periodical; use of a public record by a radio or television station in its news or other informational programs; or use of a public record in the preparation for prosecution or defense of litigation, or claims settlement by the parties to such action, or the attorneys representing the parties.

Response. The Health Department shall determine within three (3) days, excepting Saturdays, Sundays, and legal holidays, after the receipt of any such request whether to comply with the request and shall notify in writing the person making the request, within the three (3) day period, of its decision.

If your request to inspect any record is denied in whole or in part, the Health Department will include a statement of the specific exception authorizing the withholding of the record and a brief explanation of how the exception applies to the record withheld. The response shall be issued by the official custodian or under his authority, and it shall constitute final agency action.

Records relating to persons. Any person shall have access to any public record relating to him or in which he is mentioned by name, upon presentation of appropriate identification, subject to the provisions of KRS 61.878.

Public record. All books, papers, maps, photographs, cards, tapes, discs, diskettes, recordings, software, or other documentation regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency. "Public record" shall not include any records owned or maintained by or for a body referred to in KRS 61.870(1)(h) that are not related to functions, activities, programs, or operations funded by state or local authority.

Remedy. If an applicant has been denied access to a public record he may file a complaint with the Attorney General including a copy of the application and the response from the agency.

The Owen County Circuit Court shall have jurisdiction to enforce the provisions of KRS 61.870 to 61.884, by injunction or other appropriate order on application of any person.

Principal Office.

Three Rivers District Health Department
501 S. Main Street
Owenton, KY 40359