



Bullitt County Health Department

Bullitt County Health Department

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APPLICATION FOR PUBLIC RECORDS

I, _____, do hereby make application for inspection

Of the following records of the Bullitt County Health Department:

Purpose of Application

Commercial Use

Non-Commercial Use

Signature of Applicant

Date

Telephone Number

Address

City

State

Zip

FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE

TO APPLICANT: The above records are:

- to be copied at your expense and will be made available on the ____ day of _____
- not Subject to disclosure pursuant to the Kentucky Open Records Act.
- not subject to disclosure pursuant to HIPPA/HIPPA Regulations.
- not in existence due to the fact that it requires the creation of documents

*All requests for Public Records shall be governed by the laws and regulations of the Commonwealth of Kentucky ***

Rules and Regulation

Any Person shall have the right to inspect Public records; a written application is required for certain purposes regarding the use of public records; Requests should be written in person, via e-mail, or via facsimile only; any other delivery method may result in delays or involuntary discharge of the application; Records may be viewed during regular business hours at the health department; copies may be made upon request in a standard format; a reasonable fee will be proscribed for copies of records. Copies of records can be mailed to requestor with the billing to be enclosed. 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 at permitted by KRS61.872(6); NO PERSON shall remove ANY original public record from the health department without express written permission of the Bullitt County 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.

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

or a service, or any use by which the user expects to 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, litigation, or claims settlement by the parties to such action, or the attorney's representing the parties.

Response. The Health Department shall determine within three (3) working days, after the receipt of any such request, whether to comply with the request and shall notify the person making the request, within the three (3) day period, of its decision. If your request is denied in whole or part, the health department's 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 KRS61.878.

Remedy. If 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 Bullitt 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