

Pursuant to KRS 61.870 to 61.848:

To request copies or to inspect public records, you must make a written request to the Official Custodian of Records. Official Custodian of student records for Mercer County Schools is Susan Record. Official Custodian of business or board related records for Mercer County Schools is Amber Minor.

Emailed requests for a public record will not be accepted. Sign the request, print your name, and describe the records (be specific, i.e. name, date, location) you wish to inspect or obtain copies. Please include your address and phone number. Mail, fax or hand-deliver your request to the following address:

Mercer County Schools
530 Perryville Street
Harrodsburg, KY 40330
Fax: (859) 733-7004

From the Attorney General's official website: Compiling information/creating documents/specially tailoring format. A public agency is not required to compile information or to create a document that does not already exist in response to an open records request. If a public agency is asked to produce a record in a format other than the format it already maintains the record in, or to tailor the format to meet a request, the agency may, but is not required to, provide the requested format. The agency may then recover staff costs as well as any actual costs it incurs.

Also, the state accepted rate is \$0.10 per page plus postage. Information will be sent as hardcopy. When an official request is submitted and a report is generated, I can notify you as to the cost of your request. The district has 10 days to respond to an Open Records Request with a timeline of when the request will be completed, and may not be able to complete requests within the timeframe that the requester is requesting.