



The Campbell County Fiscal Court is the records custodian only for the Fiscal Court and its departments. The Fiscal Court does not maintain records on behalf of Cities, Special Purpose Government Entities, the Commonwealth of Kentucky, or other organizations. The Kentucky Open Records Act allows access to documents that already exist in the regular course of business, it is not a mechanism to compel public entities to create new records.

The Campbell County Fiscal Court shall determine within five (5) days, excepting Saturdays, Sundays, and legal holidays, after the receipt of the Open Records request whether to comply with the request and shall notify in writing the requesting party within the five (5) day period of its decision.

Commonly Requested Records Maintained by Other Organizations:

Police Reports- Maintained by the police department that issued the report. The Fiscal Court is the records custodian only for reports issued by the Campbell County Police Department, whose primary area of jurisdiction is unincorporated Campbell County and the City of Silver Grove.

Judicial Records- Maintained by the Campbell County Circuit Court or Campbell County District Court, depending on the original jurisdiction. <https://kycourts.gov/Courts/County-Information/Pages/Campbell.aspx>

Deeds, Mortgages, Liens and other Land Records- Maintained by the Campbell County Clerk's Office. <https://campbell.countyclerk.us/>

Environmental Assessment Records- Maintained by the Northern Kentucky Emergency Planning Committee. <https://www.nkepc.org/contact>

911 Calls, CAD Reports and other Dispatch Records- Maintained by the Campbell County Consolidated Dispatch Center <https://www.ccdcky.org/>

Fiscal Court Open Records Request Form Begins on Next Page



CAMPBELL COUNTY FISCAL COURT OPEN RECORDS REQUEST FORM

1) Name of Requesting Party: _____

2) Indicate below that the person making the request is one of the following:

- (a) An individual residing in the Commonwealth of Kentucky

Address: _____

- (b) A domestic business entity with a location in the Commonwealth of Kentucky

Business Name: _____

- (c) A foreign business entity registered with the Kentucky Secretary of State

Business Name: _____

- (d) An individual that is employed and works at a location or locations within the Commonwealth of Kentucky

Location: _____

- (e) An individual or business entity that owns real property within the Commonwealth of Kentucky

Address: _____

- (f) Any individual or business entity that has been authorized to act on behalf of an individual or business entity defined in paragraphs (a) through (e) of this paragraph

Explanation: _____

- (g) A news-gathering organization as defined in KRS 189.635(8)(b)1.a to e.

Organization Name: _____

3) I desire to obtain or review copies of the requested documents.

- Obtain
 Review



4) Available records can be provided in multiple formats. Please indicate which format the requesting party desires to receive the records:

- Electronically at no charge, subject file limitations
- Electronically on a portable drive for the cost of \$5.00
- Paper copies at the cost of \$0.10 per page
- Reviewed in-person during regular business hours of Monday through Friday, 8:30 a.m. to 4:30 p.m. local time

5) Indicate where the requested records are to be provided:

Mailing Address: _____

Or

E-Mail Address: _____

6) Is this Request for a Commercial Purpose: Yes _____ No _____

If yes, complete the *Certification of Commercial Purpose Form* (page 4 of Request Form).

7) Provide a description of the documents requested (attach additional pages if necessary):

The written application shall be signed by the requesting party and provided to Matt Elberfeld as official custodian of the County's records by either being hand delivered (Hours of Operation: Monday thru Friday from 8:30 a.m. to 4:30 p.m. local time) or mailed to: Campbell County Fiscal Court, c/o Matt Elberfeld, 1098 Monmouth Street, Newport, Kentucky 41071; sent via facsimile to (859) 292-3822 or, sent via email to: openrecords@campbellcountky.gov .

Signature of Requesting Party

Date

Contact Phone Number (if necessary)

