

# **Kentucky Lottery Corporation**

## **Open Records Policy**

### Purpose

This Open Records Policy (“Policy”) sets forth the standards for the Kentucky Lottery Corporation (KLC) when a records request is received and ensures compliance with all applicable open records laws.

### Policy

#### Records Custodian

The KLC shall designate an employee as its Records Custodian. The Records Custodian shall ensure compliance with the Kentucky Open Records Act. Any request for records of the KLC received by an employee of the KLC shall be submitted to the Records Custodian for review and response in accordance with this Policy.

The Office designates the following Records Custodian:

Name: Chris Stilts

Title: Paralegal and Custodian of Records

Mailing Address: 1011 West Main Street, Louisville, KY 40202

Email Address: [chris.stilts@kylottery.com](mailto:chris.stilts@kylottery.com)

Phone: 502-560-1578

#### Responding to Records Requests

All requests for copies or review of public records in the custody of the KLC must be made in writing. A request may be sent electronically to the Record Custodian’s email address identified above. Requests may also be mailed to the KLC or hand-delivered to the KLC’s mailing address identified above. The request may be made using the form attached.

The Records Custodian shall provide a response to the records request that is postmarked or electronically transmitted within five (5) business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under KRS Chapter 61, the amount of time needed, and the circumstances for the delay.

The Records Custodian shall determine whether the requester has reasonably described records within the possession of the KLC, or whether the request places an unreasonable burden on the KLC, or if the request(s) are intended to disrupt the

essential functions of the KLC. The Records Custodian shall determine if there are responsive records in the KLC's possession. The Records Custodian shall examine responsive records in consultation with the General Counsel or other member of the Legal Department to determine which records, if any, are exempt from disclosure and make appropriate redactions.

If the Records Custodian, in consultation with the General Counsel or other member of the Legal Department, determines that the records request should be denied in whole or in part, due to any of above-referenced reasons, the Records Custodian shall notify the requester with an explanation for the decision to refuse to produce or to withhold any responsive records, citing the specific exemption in statute as the basis for withholding.

### Record Production and Fees

When responsive records are to be transmitted electronically to the requester, there is no charge to the requester. When responsive records are to be mailed to the requester, the Records Custodian shall first provide an invoice to the requester for the production and postage. Printing costs are \$0.10 per page, and additional fees shall be justified on any invoice. Copies of photographs, maps, and other such records shall be furnished to any person requesting them on payment of a fee equal to the KLC's actual cost to produce the copies. Estimated costs shall be communicated to the requestor before costs are incurred. After the invoice is paid, the Records Custodian shall produce the responsive records to the requester.

If the requester wishes to personally inspect responsive records at the KLC's headquarters, or the location where the records are maintained, the Records Custodian shall facilitate with the requester the scheduling of a convenient time and place for inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday. The Records Custodian, or an employee of the KLC, shall be present and personally monitor the inspection.