NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE LINCOLN TRAIL DISTRICT HEALTH DEPARTMENT

Pursuant to KRS 61.870, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any resident of Kentucky on written application to Beth Ross (Environmental Records Custodian) or Glenda Bastin (Non-Environmental Records Custodian) official custodians of the public records of the Lincoln Trail District Health Department whose address is 108 New Glendale Road, Elizabethtown, KY 42701, from 8:00 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished on request to any Kentucky resident by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection and shall be notified in writing not later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any Kentucky resident requesting them on payment of a fee of ten (10) cents per page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economical process not likely to damage or alter the record.

This the 1st day of March 2022.

[Signature]
Public Health Director