

**KENTUCKY RETIREMENT SYSTEMS
BOARD OF TRUSTEES
POLICY AND PROCEDURES
REGARDING OPEN RECORDS REQUESTS
MADE IN ACCORDANCE WITH KRS 61.870-61.884**

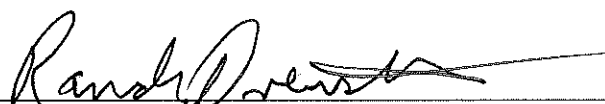
The Board of Trustees of the Kentucky Retirement Systems (the "Board of Trustees"), in accordance with KRS 61.876, hereby establishes the following policy and procedures regarding open records requests made in accordance with KRS 61.870-61.884.

- (1) KRS 61.876 provides that "(e)ach public agency shall adopt rules and regulations in conformity with the provisions of KRS 61.870 to 61.884 to provide full access to public records, protect public records from damage and disorganization, to prevent excessive disruption of its essential functions, to provide assistance and information upon request and to insure efficient and timely action in response to application for inspection."
- (2) The policy of the Board of Trustees is to provide broad access to all public records subject to the restrictions imposed by federal and state law. KRS 61.878(1)(l) provides an exemption for public records or information the disclosure of which is prohibited or restricted or otherwise made confidential by enactment of the General Assembly. KRS 61.661 provides that "(e)ach current, former, or retired member's account shall be administered in a confidential manner and specific data regarding a current, former, or retired member shall not be released for publication." The Board of Trustees shall not release any information regarding a current, former, or retired member without express written authorization or PIN number from the member or a court order or subpoena from a court of competent jurisdiction.
- (3) Procedures for Accessing Public Records from Kentucky Retirement Systems:
 - A. Requests under open records must be made in writing and be in sufficient detail to allow the Kentucky Retirement Systems to identify the records requested for review.
 - B. Request under open records should be addressed to:

Executive Director or designee
Kentucky Retirement Systems
1260 Louisville Road
Frankfort, Kentucky 40601
Fax No. (502) 696-8801
 - C. Public records may be reviewed in the offices of Kentucky Retirement Systems at 1270 Louisville Road, Frankfort, Kentucky during

normal business hours, Monday through Friday from 8:00 a.m. to 4:30 p.m., with the exception of state holidays.

- D. Kentucky Retirement Systems will respond to all requests under open records as provided in KRS 61.870-61.884.
- E. Kentucky Retirement Systems may charge 10 cents per page for copies of records plus postage, if the requester wants the copies sent by U. S. Mail. Copies of nonwritten 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 economic process not likely to damage or alter the record.

Signed:  Date: 12-11-08
Randy J. Overstreet, Chair
Board of Trustees
Kentucky Retirement Systems