



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 0.2031  
DIVISION: General University  
  
TITLE: Open Records Requests  
  
DATE: November 19, 2012  
REVISED: May 7, 2024  
  
AUTHORIZED: President

### **I. Purpose and Scope**

The purpose of this Policy is to set forth necessary information about the Open Records Act, KRS 61.870 to KRS 61.884, and the process by which to file an Open Records request with the University. This Policy has been developed to ensure that the University responds to these requests in an accurate, timely, and consistent manner.

### **II. Policy**

The official custodian of public records at Western Kentucky University is the Office of General Counsel. Requests may be submitted via email, hand-delivery, U.S. Mail, or facsimile.

Requests will not be accepted by phone. If you are submitting a request via email, all requests should be sent to:

Lindsey A. Carter, Assistant General Counsel  
lindsey.carter@wku.edu

Western Kentucky University shall follow state law, including the Open Records Act, and guidance and opinions by the Office of the Attorney General in responding to requests. For additional information and requirements related to the Open Records Act and /or the process by which to submit a request to WKU, please visit: [WKU Open Records Requests \(https://www.wku.edu/transparency-and-accountability/openrecordsrequest.php\)](https://www.wku.edu/transparency-and-accountability/openrecordsrequest.php)

### **III. Reasons for Revision**

November 19, 2012: Policy created.

May 7, 2024: Updated to reflect changes in process and contact information.