



PUBLIC PROTECTION CABINET

Andy Beshear
GOVERNOR

Ray A. Perry
SECRETARY

Office of Legal Services
500 Mero Street
Frankfort, Kentucky 40601
Phone: (502) 782-2736
Fax: (502) 564-3969

Jacob C. Walbourn
GENERAL COUNSEL

T. Chad Thompson
DEPUTY GENERAL COUNSEL

PUBLIC PROTECTION CABINET **PUBLIC OPEN RECORDS REQUESTS** **STATEMENT OF RULES & POLICY**

As required by and in conformity with KRS 61.876, the Public Protection Cabinet and its Departments and Divisions hereby set forth the Rules & Policy pertaining to Open Records Requests made by members of the public:

Applicability: This policy shall pertain to the Public Protection Cabinet and the following Departments and/or Divisions:

- Department of Alcoholic Beverage Control
- Department of Insurance
- Department of Financial Institutions
- Department of Professional Licensing
- Department of Charitable Gaming
- Department of Housing, Buildings & Construction
- Office of Claims and Appeals
- Kentucky Boxing and Wrestling Commission
- Kentucky Horse Racing Commission
- Kentucky Real Estate Authority
- Kentucky State Fire Marshal

Principal Office: The principal office for the Public Protection Cabinet and all of its Departments and/or Divisions, with the exception of the Kentucky Horse Racing Commission, is:

Public Protection Cabinet
Mayo-Underwood Building
500 Mero Street
Frankfort, Kentucky 40601
Hours: 8AM – 4:30PM

PUBLIC PROTECTION CABINET
Office of Legal Services

The Kentucky Horse Racing Commission's principal office is:

Kentucky Horse Racing Commission
4063 Iron Works Parkway
Building B
Lexington, Kentucky 40511
Hours: 8AM – 4:30PM

Records Custodians: The records custodians for the Public Protection Cabinet and its Departments and/or Divisions are:

Public Protection Cabinet
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 782-2736
ppc.openrecords@ky.gov

Department of Alcoholic Beverage Control
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 564-4850
orr.abc@ky.gov

Department of Insurance
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 564-3630
doi.openrecordsrequest@ky.gov

Department of Financial Institutions
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 573-3390
kfi.records@ky.gov

PUBLIC PROTECTION CABINET
Office of Legal Services

Department of Professional Licensing
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 564-3296
dpl@ky.gov

Department of Charitable Gaming
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 573-5528
dgc.info@ky.gov

Department of Housing, Buildings & Construction
Attn: Records Custodian
500 Mero Street, 1st Floor
Frankfort, KY 40601
(502) 573-0365
hbc.openrecords@ky.gov

Office of Claims and Appeals
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 782-8255
kcc.openrecords@ky.gov

Kentucky Boxing and Wrestling Commission
Attn: Records Custodian
500 Mero Street, 2nd Floor
Frankfort, KY 40601
(502) 564-0085
kbwc@ky.gov

Kentucky Horse Racing Commission
Attn: Records Custodian
4063 Iron Works Parkway
Building B
Lexington, KY 40511
(859) 246-2040
khrc.openrecords@ky.gov

PUBLIC PROTECTION CABINET
Office of Legal Services

Kentucky Real Estate Authority
Attn: Records Custodian
500 Mero Street, 2NE09
Frankfort, KY 40601
(502) 564-7760
krea.openrecordsrequest@ky.gov

Kentucky State Fire Marshal
Attn: Records Custodian
500 Mero Street, 1st Floor
Frankfort, KY 40601
(502) 573-0382
hbc.openrecords@ky.gov

Request Procedures: A request to inspect records must be made in writing, and may be submitted via US Mail, hand delivery, or electronic message to the Records Custodian. Online requests are also accepted via the online submission portal available at <https://ppc.ky.gov/NewOpenRecords.aspx>. The agency will comply with all laws, regulations, and internal policies concerning submission and processing of open records requests.

Additional procedures and rules are contained within 200 KAR 1:020, which is accessible at: <https://apps.legislature.ky.gov/law/kar/titles/200/001/020/>

Fees: An agency may charge a reasonable fee for making copies of nonexempt public records for noncommercial purposes if physical copies are requested. For requests made for commercial purposes, the agency may recover the costs of media, mechanical processing, and staff time required to produce a copy of the records. You may be asked to certify whether your request is for a commercial purpose prior to records being produced.

Policy last updated: 10/11/2023