

Jessamine County Schools Open Records Requests
Updated June 29, 2021

Per HB 312 effective June 29, 2021, residents of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours.

The principal office of Jessamine County School is located at 871 Wilmore Road, Nicholasville, KY, 40356.

The official custodian/designee to whom requests for access to records should be submitted to is Teresa Moberly. Mrs. Moberly may be contacted at teresa.moberly@jessamine.kyschools.us.

Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on the actual cost to the District.

The requesting party shall submit a written application that shall:

- Be signed;
- Include the applicant's name printed legibly;
- Include mailing address (and email address if applicable); and
- Include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General (Click [HERE](#)) may be utilized by the requesting party.

References:

Form OAG-01, June 2021

KRS 61.872(2)

HB 312