CERTIFICATE OF DISTRIBUTION

(Return completed form to the Attorney General)

Under the terms of KRS 15.257, enacted by the 2005 General Assembly and available for review on the Legislative Research Commission's website at http://www.lrc.ky.gov/record/05rs/hb77.htm, the Attorney General must distribute information about the open records and open meetings laws ("Your Duty Under the Law") and proper records management ("Managing Public Records") to all county judge/executives, mayors, county attorneys, city attorneys, superintendents of public school districts, presidents of public universities, and attorneys for public school districts and universities. Pursuant to KRS 15.257, the Attorney General last distributed this information in 2016, and the information is available for review at http://ag.ky.gov/civil/civil-enviro/orom/Pages/alert.aspx . Pursuant to KRS 65.055(1), 160.395(1), and 164.465(1), these public officials must distribute "Your Duty Under the Law" and "Managing Public Records," either electronically or in hard copy, to each elected or appointed officials or members within sixty days of receipt from the Attorney General of newly revised versions or to each newly elected official or elected or appointed member described below within sixty days of the day he or she takes office.:

> *For **County Judge/Executives, Mayors, City Attorneys, County Attorneys,** this includes "each elected official and each member, whether elected or appointed, of every county and city legislative body, local government board, commission, authority, and committee, including boards of special districts."*
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> *For **Superintendents of Public School Districts and School District Attorneys,** this includes "each elected school board member and each school based decision making council member."*
>
> *For **Presidents of State Postsecondary Educational Institutions and University Counsel,** this includes "each board of regents or governing board member of their university."*

County judge/executives and mayors, or their designees, and school superintendents, and university presidents must also certify to the Attorney General that they have distributed "Your Duty Under the Law" and "Managing Public Records" as required. This is an ongoing duty. This form satisfies the requirement that all county judge/executives and mayors, or their designees, and school superintendents, and university presidents certify to the Attorney General that "Your Duty Under the Law" and "Managing Public Records" have been properly distributed.

I certify that I have distributed “Your Duty Under the Law” and “Managing Public Records” to all elected or appointed officials and elected or appointed members within sixty days of receipt of the newly revised publications from the Office of the Attorney General OR within sixty days of the day newly elected or appointed officials or members take office.

Signature: _____

Name (printed or typed): _____

Date of Certification: _____

Name of Public Agency: _____

Your position or function: _____

Agency Address: _____

Agency Phone: _____

Agency E-mail: _____

RETURN COMPLETED FORM TO:

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(502) 696-5622