



COMMONWEALTH OF KENTUCKY OFFICE OF THE ATTORNEY GENERAL

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CERTIFICATE OF RECEIPT OR DISTRIBUTION

(Keep one completed form on the agency’s premises and return one copy to the Attorney General)

In conformity with [KRS 15.257](#), the Office of the Attorney General distributes two publications titled “[The Kentucky Open Records & Open Meetings Acts: A guide for the public and public agencies](#)” and “[Managing Government Records.](#)” Under Kentucky law, the following officials must distribute these publications to certain individuals within sixty (60) days of receipt or within sixty days of the day newly elected or appointed officials or members take office:

County Judge/Executives, Mayors, City Attorneys, and County Attorneys must deliver these publications to “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.” [KRS 65.055](#).

Superintendents of Public School Districts and School District Attorneys must deliver these publications to “each elected school board member and each school based decision making council member.” [KRS 160.395](#).

Presidents of State Postsecondary Educational Institutions and University Counsel must deliver these publications to “each board of regents or governing board member of their university.” [KRS 164.465](#).

Each of the foregoing officials must obtain signed proof from that person that he or she received these publications. Each of the foregoing officials must also complete and sign this Certificate of Distribution and deliver a copy to the Attorney General as proof that they have executed these duties. Executed Certificates of Distribution may be emailed to KYOAGOR@ky.gov. Each agency must also keep a copy of each executed Certificate of Distribution on its premises.

I certify that I have received or distributed “The Kentucky Open Records & Open Meetings Acts: A guide for the public and public agencies” and “Managing Government Records” as is required under Kentucky law.

Name: _____ Title: _____

Name of Public Agency: _____

Agency Address: _____

Phone: () _____ - _____ E-mail: _____

Signature: _____ Date: _____