



COMMONWEALTH OF KENTUCKY  
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**CERTIFICATE OF DISTRIBUTION**  
**(Return completed form 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 Public 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.

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I certify that I have distributed "The Kentucky Open Records & Open Meetings Acts: A guide for the public and public agencies" 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.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Public Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_