

LES YATES  
COUNTY JUDGE/EXECUTIVE

JAMES TIPTON  
DEPUTY JUDGE/EXECUTIVE

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## Office of the Judge/Executive CLARK COUNTY, KENTUCKY

### ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE CLARK COUNTY JUDGE/EXECUTIVES OFFICE, CLARK COUNTY, KENTUCKY

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the Clark County Judge/Executive's Office must be submitted to Les Yates, Clark County Judge/Executive, as official custodian of the public records of the Clark County Judge/Executive's Office whose address is : Clark County Courthouse, 34 South Main Street, Winchester, KY 40391, from 8 AM to 4 PM, Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office, Phone: (859) 745-0200, Email: [clarkcountyjudge@clarkcoky.com](mailto:clarkcountyjudge@clarkcoky.com) or they are available on Clark County's website, [www.clarkcoky.com](http://www.clarkcoky.com). Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection and shall be notified in writing not later than five (5) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them, however the requester cannot require a document that does not exist to be produced, on payment of a fee of ten cents (\$.10) per page; copies of non-written records (photographs, maps, material stored in computer files or libraries.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record. Total cost of copies of public records that are less than one dollar (\$1.00) will be waived because of the burden that is created by the receipt, collection and deposit of funds.

  
Les Yates, Clark County Judge/Executive

02-25-2025  
Date