



David A. James, Sheriff

Jefferson County Sheriff's Office

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**NOTICE
ADMINISTRATIVE REGULATIONS GOVERNING
INSPECTION OF THE PUBLIC RECORDS OF THE
JEFFERSON COUNTY SHERIFF'S OFFICE**

Pursuant to KRS 61.810 to 61.884, the public is notified that as provided herein, the public records of the Jefferson County Sheriff's Office are open for inspection by any person. Written request and or Request to Inspect Public Records Form shall be directed to Lt. Col. Michael Littlefield, official custodian of the public records of the Jefferson County Sheriff's Office whose address is 515 West Market St. Suite 110, Louisville, Kentucky 40202, from the hours of 8:00a.m. to 4:00p.m., Monday through Friday, each week, except holidays. Request can be also be submitted by email to email address mlittlefield@jcsoky.org.

Request to inspect public records shall be made in writing, describing in reasonably sufficient detail the records to be inspected.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection within five (5) working days after receipt of an application for the 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 on payment of a fee of ten (10) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request on payment of 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.

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