



# ALLEN COUNTY AMBULANCE SERVICE DISTRICT

## OPEN RECORDS POLICY

Pursuant to KRS 61.870 to 61.884, the public records of the Allen County Ambulance Service District, other than those exempted by Federal or State law, are open for inspection by any person upon written request to:

**Ann Langman, Director**  
**Allen Co. Ambulance Service District**  
**114 Rob H Cline Ln.**  
**Scottsville, KY 42164**

All applications for inspection must be in writing, signed by the applicant, including his or her name printed legibly on the request and hand-delivered or mailed to the above address. Applicants for inspection of public records will be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the requested records are not available for public inspection.

Copies of written material in the public records of this agency will be furnished to any person requesting them on payment of a fee of ten (10) cents per page. Copies of non-written materials (photographs, digital files, etc.) will be furnished upon payment of a charge equal to the actual cost of producing copies of such materials by the most economic process not likely to damage or alter the records.