

## Notice

### Rules Governing Inspection of the Public Records of this Kentucky League of Cities

Pursuant to KRS § 61.870 to 61.88, the public is notified that, as provided herein, the public records of the City of Harlan Tourist & Convention Commission (HTCC) are open for inspection by any resident of the Commonwealth of Kentucky on written application to Amanda J. Middleton, whose address is 201 S. Main Street, Harlan, Kentucky 40831 from 9:00 AM to 4:00 PM, Monday through Friday, each week except holidays. Residents from Harlan County can inspect records at the Harlan Center located at 201 S Main St, Harlan, Kentucky. Kentucky residents from outside of Harlan County may email a request for inspection. Emails can be sent to Mrs. Middleton at [Amanda@harlantourism.com](mailto:Amanda@harlantourism.com). Application forms for the inspection of public records of this agency will be furnished on request to any person by an employee in this office. 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 (3) working days after receipt of an application for inspection of any reason the records are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requested them for a non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of non-written records (photographs, maps, materials stored in computer files or libraries, etc.) shall be furnished on request, on payment equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

Applicants requesting copies of the public records for commercial purposes (KRS § 61.874) shall provide a certified statement to Mrs. Middleton, Assistant Director, stating the commercial purpose for which the records shall be use, and shall be required to enter a contract with HTCC. This contract shall state the fee required by HTCC to produce copies of the commercial purpose record.

All recorded video images from security footage remain the property of HTCC. Recordings shall be securely maintained for approximately 5 days unless the recording device has limited storage space. In all cases, the recordings must be maintained for at least 5 days and if used in personnel actions, proceedings, or other administrative or criminal proceedings, shall be kept until all appeals on actions are complete.

This, the 17th day of May, 2024.



Brandon Pennington, Executive Director  
Harlan Tourist & Convention Commission