

**GENERAL GOVERNMENT**  
**Department of Agriculture**  
**Office of the Commissioner**  
**(Amended at ARRS Committee)**

**302 KAR 2:010. Access to public records of the Kentucky Department of Agriculture.**

RELATES TO: KRS 61.870 - 61.884

STATUTORY AUTHORITY: KRS 61.876(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 61.876(1) requires that each public agency shall promulgate administrative regulations to provide full access to public records, to protect public records from damage and disorganization, to prevent excess disruption of its essential functions, to provide assistance and information upon request, and to ensure efficient and timely action in response to application for inspection of public records. This administrative regulation establishes provisions for public access to department records.

Section 1. The principal office location for the Kentucky Department of Agriculture is 105 Corporate Drive, Frankfort, Kentucky 40601. Regular office hours are 8 a.m. to 4:30 p.m., Monday through Friday, prevailing time in Frankfort, Kentucky.

Section 2. The title of the official custodian of the records of the Kentucky Department of Agriculture shall be the Commissioner of Agriculture, whose address is 105 Corporate Drive, Frankfort, Kentucky 40601 and phone number 502-573-0282. The email address for the official custodian of records is [ag.web@ky.gov](mailto:ag.web@ky.gov).

Section 3. The procedure to be followed in requesting copies of public records shall be as established in subsections (1) through (3) of this section.

(1) Requests for copies of public records shall be made in writing, describing in reasonably sufficient detail the records to be inspected using Request to Inspect Public Records, form OAG-01.

(2) Copies of public records shall be ten (10) cents for each photocopy or page produced and sent electronically.

(3) Fees shall be paid prior to mailing or emailing the results of the request.

Section 4. The procedure to be followed in requesting inspection of public records shall be as established in subsections (1) through (4) of this section.

(1) Requests for inspection of public records shall be made directly to the Commissioner of Agriculture or to the commissioner's department designee.

(2) Requests to inspect public records shall be made in writing, describing in reasonably sufficient detail the records to be inspected using Request to Inspect Public Records, form OAG-01.

(3) Records shall be inspected and copied in the presence of a member of the Kentucky Department of Agriculture to protect the records from damage or disorganization, to lessen disruption of office procedure, to provide timely assistance and information upon request to the person requesting inspection, and to provide full access to public records.

(4) Suitable facilities shall be made available for inspection of public records.

Section 5. A copy of KRS 61.870 through 61.884 and this administrative regulation shall be displayed in the main reception room of the Kentucky Department of Agriculture at 105 Corporate Drive, Frankfort, Kentucky 40601.

Section 6. Incorporation by Reference.

(1) The following material is incorporated by reference: "Request to Inspect Public Records", OAG-01", June 2021.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department of Agriculture, Regulation and Inspection Division, 107 Corporate Drive, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

(3) This material may also be obtained at [www.kyagr.com](http://www.kyagr.com).

(50 Ky.R. 14338, 1889; eff. 3-13-2024.)

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