

# Certificate of Receipt of Written Documentation

*Under the terms of House Bill 77, enacted by the 2005 General Assembly, signed into law by Governor Fletcher on March 11, 2005, and available for review on the website of the Legislative Research Commission at <http://www.lrc.ky.gov/record/05rs/HB77.htm>, the Office of the Attorney General is directed to prepare and distribute to a wide variety public officials written information that explains the procedural and substantive provisions of the Open Meetings Act (KRS 61.805-.850) and the Open Records Act (KRS 61.870-.884), together with information prepared by the Department for Libraries and Archives that explains the proper retention and management of public records. Of the designated group of recipients, the bill specifically calls for county judge executives, mayors, superintendents of public school districts, and presidents of state postsecondary institutions, according to their specific responsibilities, to further distribute this same information to each elected and appointed member of every county and city legislative body, local government board, commission, authority and committee, including boards of special districts located within their jurisdictions; to every school board member and each school council member; and to each board of regents member or governing board member of a university. County judge executives, mayors, superintendents of public school districts, and presidents of state postsecondary education institutions are required to secure signatory proof from that each of the officials to whom they have distributed the information cited above that those individuals have received this information, and to certify to the Office of the Attorney General that the information has been distributed as required.*

*This form is designed to satisfy the requirement of the bill that individuals receiving the information cited above provide signatory proof that they have received this information. The Office of the Attorney General appreciates your assistance in completing and returning this form to the appropriate official.*

I certify that I have received written information prepared by the Office of the Attorney General that explains the procedural and substantive portions of the Open Meetings Act (KRS 61.805 - 61.850) and the Open Records Act (KRS 61.870 - 61.884), together with information prepared by the Kentucky Department for Libraries and Archives concerning proper retention and management of public records, according to the terms of the State Archives and Records Act (KRS 171.410-171.840).

Signature: \_\_\_\_\_

Name (printed or typed): \_\_\_\_\_

Name of Public Agency: \_\_\_\_\_

Your position or function: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

Agency E-mail: \_\_\_\_\_

# Certificate of Distribution of Written Documentation

*Under the terms of House Bill 77, enacted by the 2005 General Assembly, signed into law by Governor Fletcher on March 11, 2005, and available for review on the website of the Legislative Research Commission at <http://www.lrc.ky.gov/record/05rs/HB77.htm>, the Office of the Attorney General is directed to prepare and distribute to a wide variety public officials written information that explains the procedural and substantive provisions of the Open Meetings Act (KRS 61.805-.850) and the Open Records Act (KRS 61.870-.884), together with information prepared by the Department for Libraries and Archives that explains the proper retention and management of public records. Of the designated group of recipients, the bill specifically calls for county judge executives, mayors, superintendents of public school districts, and presidents of state postsecondary institutions, according to their specific responsibilities, to further distribute this same information to each elected and appointed member of every county and city legislative body, local government board, commission, authority and committee, including boards of special districts located within their jurisdictions; to every school board member and each school council member; and to each board of regents member or governing board member of a university. County judge executives, mayors, superintendents of public school districts, and presidents of state postsecondary education institutions are required to secure signatory proof from that each of the officials to whom they have distributed the information cited above that those individuals have received this information, and to certify to the Office of the Attorney General that the information has been distributed as required.*

*This form is designed to satisfy the requirement of the bill that individuals identified in the bill as responsible for further distributing the information received from the Office of the Attorney General provide signatory proof to the Office of the Attorney General that the information has been distributed as required. The Office of the Attorney General appreciates your assistance in completing and returning this form to the appropriate official.*

I certify that I have distributed to the appropriate officials, as identified in HB 77, the written information prepared by the Office of the Attorney General that explains the procedural and substantive portions of the Open Meetings Act (KRS 61.805 - 61.850) and the Open Records Act (KRS 61.870 - 61.884), together with information prepared by the Kentucky Department for Libraries and Archives concerning proper retention and management of public records, according to the terms of the State Archives and Records Act (KRS 171.410-171.840).

Signature: \_\_\_\_\_

Name (printed or typed): \_\_\_\_\_

Name of Public Agency: \_\_\_\_\_

Your position or function: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

Agency E-mail: \_\_\_\_\_

Please return this completed form to:

Jean Ann Myatt, Office of the Attorney General, 700 Capitol Ave., Room 118, Frankfort 40601-3449  
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