

**CERTIFICATE OF DISTRIBUTION &
ACKNOWLEDGMENT TO RECEIVE MEETING NOTICE VIA EMAIL**

Managing Public Records & Your Duty Under the Law)

(Send Completed Form to Darryl D. Thompson)

CERTIFICATE OF DISTRIBUTION (Managing Public Records & Your Duty Under the Law)

&

Notification of Special Called Meetings by E-mail:

(Completed and signed form of your SBDM council membership should be uploaded to the [FCPS SBDM Portal](#))

Under the terms of KRS 15.257, enacted by the 2005 General Assembly and available for review on the Legislative Research Commission's website at <http://www.lrc.ky.gov/record/05rs/HB77.htm>, the Attorney General must distribute information about the open records and open meetings laws ("Your Duty Under the Law") and proper records management ("Managing Public Records") to all county judge/executives, mayors, county attorneys, city attorneys, superintendents of public school districts, presidents of public universities, and attorneys for public school districts and universities. Pursuant to KRS 15.257, the Attorney General distributed this information in September 2005, and the information is available for review at <http://ag.ky.gov/oromalert>. Pursuant to KRS 65.055(1), 160.395(1), and 164.465(1), these public officials must distribute "Your Duty Under the Law" and "Managing Public Records," either electronically or in hard copy, to each newly elected official or elected or appointed member described below within sixty days of his or her election or appointment:

For **County Judge/Executives, Mayors, City Attorneys, County Attorneys**, this includes "each elected official and each member, whether elected or appointed, of every county and city legislative body, local government board, commission, authority, and committee, including boards of special districts."

For **Superintendents of Public School Districts and School District Attorneys**, this includes "each elected school board member and each school based decision making council member."

For **Presidents of State Postsecondary Educational Institutions and University Counsel**, this includes "each board of regents or governing board member of their university."

County judge/executives, mayors, school superintendents, and university presidents, or their designees, must also certify to the Attorney General that they have distributed "Your Duty Under the Law" and "Managing Public Records" as required. This is an ongoing duty.

This form satisfies the requirement that all School Based Decision-Making Council Members in Fayette County Public Schools elected for the 20__ - 20__ school term have properly received, read, and signed "Your Duty Under the Law" and "Managing Public Records" in accordance with the requirements of the Attorney General's Office as set forth in the Open Meetings Act and Open Records Act.

Additionally, this document serves and acknowledges the **Notification of Special Called Meetings by E-mail:**

**SBDM COUNCIL MEMBER
PRINTED NAME**

**SBDM COUNCIL MEMBER
EMAIL ADDRESS**

**SBDM COUNCIL MEMBER
SIGNATURE**

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