



OPEN RECORDS POLICY

Revised and Updated on July 22, 2025

All requests to the Northern Kentucky Port Authority for open records under KRS 61.870 to 61.884 (the "Open Records Act") shall adhere to this Policy and the Open Records Act. This Policy is adopted pursuant to KRS 61.876.

Principal Office and Hours

The Principal Office of the NKPA is 209 Greenup Street, Suite 400, Covington, KY 41011. The regular business hours of the Principal Office are 8:30 a.m. to 5:00 p.m. EST, Monday through Friday, excluding holidays.

Official Custodian

All requests for public records shall be directed to the Official Custodian. The Official Custodian for NKPA is:

Christine Russell, Executive Director
209 Greenup Street, Suite 400
Covington, KY 41011
Email: crussell@be-nky.com
Telephone: 888-874-3365

Procedure to Request Public Records

- Any Applicant shall direct their request to inspect the public records of NKPA to the Official Custodian. A form is provided (Exhibit A) upon request and on the NKPA website. The application shall be hand-delivered, mailed, or emailed to the Official Custodian.
- NKPA shall within five (5) days (excepting Saturdays, Sundays, and legal holidays) determine whether to comply with the request and within said five (5) day period the Official Custodian shall notify the Applicant in writing of the determination.
- Depending on the type of record and the nature of a request, the public records of NKPA may be made available to an Applicant by either of the following methods: 1) an Applicant may inspect the public records during the regular office hours and at the Principal Office of NKPA; or 2) by receiving copies of the public records from NKPA (whether through mail or email).
- Upon inspection, the Applicant shall have the right to obtain copies of all written public records for a reasonable fee, including postage, where appropriate.

Fees

NKPA sets the following rates of reimbursement of copying expenses under the Open Records Act for noncommercial purposes:

Regular photocopies of documents or photographs.....\$0.10 per page
Color photocopies of documents or photographs.....actual cost

Complete Policy and Form

The Open Records Policy, including Exhibit A "Request to Inspect Public Records," is available [here](#), from the Official Custodian, and from the front desk of the NKPA Principal Office.