



STEVEN W. SPARROW

Sheriff Of Oldham County
FISCAL COURT BUILDING
100 WEST JEFFERSON STREET, SUITE 2
LA GRANGE, KY 40031
502-222-9501
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EXECUTIVE ORDER

Effective date June 29th, 2021

To ensure transparency and to provide for an efficient and timely response to record requests, all requests for records held by the Oldham County Sheriff's Office will be submitted through the Chief Deputy. Requests for non-exempt records may be submitted as follows.

1. Requests submitted by mail will be directed to the Oldham County Sheriff's Office, 100 West Jefferson Street, STE #2, Lagrange, Ky. 40031.
2. E-mailed request are acceptable and will be sent to bnoble@oldhamcountky.gov
3. Requests sent via fax are sent to 502-222-3206
4. In person requests will be accepted at the office Monday through Friday from 8:00 am / 4.00 pm.

All requests for records must be specific as to the record you request to inspect. Records will not be converted from their original format.

All requests, regardless of the format submitted shall have the following.

- (a) The name of the requesting party.
- (b) The e-mail or mailing address of the requesting party if copies are requested.
- (c) Whether the request is for a commercial purpose.
- (d) A description of the document requested.
- (e) A statement that the person making the request:
 1. Is a resident of the Commonwealth of Kentucky under KRS61.870(10) and
 2. The statement includes the manner in which the requester is a resident of the Commonwealth under KRS 61.870(10) (a) to (f) and
- (f) The signature of the requesting party.

Form OAG-01 is designated as the official form for records requests. This form is not mandatory but has all the required information and is linked on the Oldham County Sheriff's Office web site.

If the record requested is not held by the Oldham County Sheriff's Office, the requester will be provided with the information, if known, as to the holder of the record.

Steven W. Sparrow, Sheriff