

Paducah Downtown Development INC

Freedom of Information & Public Access Policy

Effective Date: July 1, 2025

Approved by: Board of Directors

1. Purpose

This policy establishes Paducah Downtown Development Inc's commitment to transparency and accountability by outlining procedures for public access to organizational records. Though FOIA applies to federal agencies, this policy reflects our values and complies with applicable Commonwealth of Kentucky public records laws and grant requirements.

2. Scope

This policy applies to all records maintained by Paducah Downtown Development Inc that are not otherwise confidential, proprietary, or exempt under applicable laws. It is intended for use by members of the public, including journalists, donors, and stakeholders.

3. Records Available for Disclosure

The following categories of records are generally available upon request:

- Articles of Incorporation and Bylaws
- IRS Form 990 (when filed; corporation is new and has not yet filed)
- Audited financial statements (if available)
- Annual reports
- Meeting minutes of the Board of Directors (excluding executive sessions) - Strategic plans and impact reports
- Grant agreements (where disclosure is required by funder)

4. Records Exempt from Disclosure

The following types of records are among those exempt per KRS 61.878 and as it may be amended in the future:

- Donor names and personal information (unless disclosure is required by law or the donor consents)

- Personnel records and employment-related information
- Confidential legal documents and privileged communications
- Proprietary program materials
- Information protected by contract or third-party confidentiality
- Individual client or beneficiary records, including names, demographics, or service

details And other exemptions as more specifically set out in KRS 61.878

5. Submission of Requests

Requests must be submitted in writing and should include:

- Name and contact information of the requestor
- Description of the records requested (be as specific as possible)
- Preferred format for response (email, printed copy, inspection)

Requests should be sent by USPS or hand delivery to:

Ms. Blaine McDonald, Executive Director
227 Broadway, Paducah KY 42001

6. Response Time

Paducah Downtown Development Inc will acknowledge receipt of requests within 5 business days and respond within 20 business days, unless otherwise required by law. If additional time is needed, the requestor will be notified.

7. Fees

Reasonable fees may be charged to cover the cost of:

- Paper copies (\$0.50 per page)
- Postage or delivery
- Extensive staff time for locating, reviewing, or redacting records will be billed at \$50 per hour. An estimate of cost will be prepared and submitted; upon approval, Paducah Downtown Development Inc will provide the documents in an agreed upon timeframe.

Fee waivers may be granted on a case-by-case basis.

8. Appeals

If a request is denied in whole or in part, the requestor may submit a written appeal to:

Ms. Blaine McDonald, Executor Director
Paducah Downtown Development Inc
227 Broadway

Paducah KY 42001

Appeals will be reviewed and responded to within 10 business days.

9. Policy Review

This policy shall be reviewed annually by the Board of Directors and updated as needed.

Contact:

For questions or to submit a request, contact:

Ms. Blaine McDonald, Executive Director

Paducah Downtown Development Inc

227 Broadway

Paducah KY 42001