

Frankfort, KY 40601

General.Counsel@kysu.edu

2. The request must include the following:

The requester's name;

The requester's contact information and mailing address;

A statement that the requester is a r

Records that are of a personal nature and the disclosure of which would be a clearly unwarranted invasion of personal privacy. Examples: medical records, an employee's Social Security number, marital status, payroll benefits deductions, employee evaluations, etc.

Records confidentially disclosed to an agency and compiled and maintained for scientific research.

Test questions, scoring keys, and other examination data.

Preliminary drafts, notes, or correspondence with private individuals other than correspondence which are intended to give notice of final action of Kentucky State University.

Preliminary recommendations and preliminary memoranda in which opinions are expressed or policies formulated or recommended.

All records or information the disclosure of which is prohibited by state or federal law or regulation.

Example: student records or information protected from disclosure by the Family Educational Rights and Privacy Act.

NOTE: Information that is non-public or exempt may be redacted from copies of public records that are not exempt.