

**197.023 Duty to maintain grievance reports -- Open record -- Content -- Destruction.**

- (1) Each facility operated by the Department of Corrections or under contract to the department shall maintain reports of all grievances by inmates during a calendar year. A grievance report shall be an open public record and made available to any person who requests to see the file at the site as long as the inmate has signed a waiver of confidentiality.
- (2) Each grievance report shall contain the date the grievance was filed, the nature of the grievance, the name of the individual filing the grievance as well as the name of the person preparing the report, the residence, the county, actions taken by the facility, and the date the report was filed. The report shall be signed by an administrator or officer of the facility.
- (3) With the written permission of the inmate, a photocopy of the file may be made and the content may be released to the public. The facility may require a ten cent (\$0.10) per page copying fee.
- (4) All grievance reports may be destroyed after December 31 of the following year.

**Effective:** July 15, 1998

**History:** Created 1998 Ky. Acts ch. 606, sec. 135, effective July 15, 1998.