



COMMONWEALTH OF KENTUCKY  
OFFICE OF THE ATTORNEY GENERAL

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25-ORD-364

November 19, 2025

In re: Barbara Schambon/Kentucky Correctional Institute for Women

**Summary:** The Office is unable to find that the Kentucky Correctional Institute for Women (“KCIW”) violated the Open Records Act (“the Act”) because the Office cannot resolve the factual dispute between the parties concerning the date of KCIW’s response.

***Open Records Decision***

On September 30, 2025, inmate Barbara Schambon (“Appellant”) submitted a request to KCIW for a copy of a grievance she had filed on September 22, 2025.<sup>1</sup> Having received no response by October 9, 2025, the Appellant initiated this appeal.

Under KRS 61.880(1) and KRS 197.025(7), a correctional facility must respond within five business days after receipt of a request for records. Here, the Appellant claims KCIW failed to timely respond to her request. However, KCIW states that on October 7, 2025, the fifth business day following submission of her request, it provided the grievance to her “via institutional mail.” Because the Office cannot adjudicate disputed issues of fact, such as when an agency issued its response, the Office cannot find that KCIW failed to respond in a timely manner. *See, e.g.*, 22-ORD-010. Accordingly, the Office cannot find that KCIW violated the Act.

A party aggrieved by this decision may appeal it by initiating an action in the appropriate circuit court under KRS 61.880(5) and KRS 61.882 within 30 days from the date of this decision. Under KRS 61.880(3), the Attorney General shall be notified of any action in circuit court, but shall not be named as a party in that action or in

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<sup>1</sup> The Appellant’s request is dated September 28, 2025, but her signature is dated September 30, 2025. Therefore, the request was submitted no earlier than September 30, 2025.

any subsequent proceedings. The Attorney General will accept notice of the complaint emailed to OAGAppeals@ky.gov.

**Russell Coleman  
Attorney General**

/s/ Matthew Ray  
Matthew Ray  
Assistant Attorney General

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Distributed to:

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