

OPEN RECORDS ACT REQUEST FORM

The Alabama Open Records Act, Ala. Code § 36-12-40, provides that, subject to certain exceptions specified by law, “[e]very citizen has a right to take a copy of any public writing of this state.” In compliance with § 36-12-40, the policies and procedures set out herein have been established to provide for this orderly production of public records for inspection and reproduction and to conserve taxpayer provided resources associated with the cost of production.

Note: Alabama open records law does not impose a duty on governmental officials to create documents, summaries and reports that do not already exist.

THE FOLLOWING MUST BE COMPLETED:

YOUR NAME _____ PHONE _____

EMAIL _____

ADDRESS _____ CITY/STATE/ZIP _____

PURPOSE OF REQUEST _____

DESCRIPTION OF RECORDS REQUESTED (be specific as possible): _____

MATERIALS: The cost of copies sized 8.5 by 11 or 8.5 by 14 inches is \$5 for the first three pages and 50 cents for each additional page. Fees are due whether the records are provided by paper or by PDF or other electronic file. The fee for records provided by DVD is \$10.00.

LABOR: No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. Research/labor charges for requests requiring more than 15 minutes of staff time are \$50 per hour. Time is computed on the basis of quarter hours, rounded up. Labor charges are in addition to the per page or per DVD cost specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure.

PAYMENT:

Business checks (no personal checks) or money orders made out to the Mobile County Sheriff's Office are accepted, as are cash payments. Credit/debit card payments cannot be accepted.

EMAIL: To ensure the fastest service possible, please email this completed form to recordsrequest@mobileso.com.

US. MAIL: Submit your completed form to the following: **Mobile County Sheriff's Office; Attn: Records Division, 510 S. Royal Street, Mobile, AL 36603.**