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GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
Research & Planning Division  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-9598



JEFFERSON S. DUNN  
COMMISSIONER

## PUBLIC RECORDS REQUEST FORM

To conserve taxpayer provided resources, there are policies and procedures governing the orderly production of public records for inspection and reproduction. **All requests for inspection or copy of public records must be made in writing and submitted on this Public Records Request Form.** Read and follow the attached INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS before submitting this Request. Please complete all information in the fields provided (type or print).

Name of Requesting Party: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street or P.O. Box

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Record(s) to be viewed and/or copied: \_\_\_\_\_

Proposed Use of Records: \_\_\_\_\_

(The Alabama Open Records Act and related case law allows state agencies to require a reason be provided to show a direct, legitimate interest in the specific document(s) requested. Your statement should communicate a direct interest in the specific records required (i.e. "I am a student doing a paper on...") and should not be general statements of entitlement (i.e. "I am a Taxpayer" or "It is a public document.")).

**A non-refundable, minimum Processing Fee (as set forth in the attached Annex A – Public Records Production Cost Schedule) shall be due with submission of this form and must be in the form of cashier’s check or money order.** See the attached Instructions for Requesting Inspection or Copy of Public Records for further information on costs and other conditions.

I have read the **INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS** and agree to the terms and conditions stated therein, including the requirement for advance payment of the minimum Processing Fee, payment for estimated Production Cost, and payment of the final costs prior to production of the requested documents.

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Print Name

(ADOC recognizes and supports the public’s right to inspect and request copies of public records in accordance with state law. Many public records are available on the ADOC website: [www.doc.alabama.gov](http://www.doc.alabama.gov). Therefore, please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.)

**STATE OF ALABAMA, DEPARTMENT OF CORRECTIONS (“ADOC”)  
INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS**

Alabama law makes public records available for inspection and/or copy by its citizens, subject to exceptions specified by law (§36-12-40 and 41, Code of Alabama, 1975, as amended). These exceptions generally direct that certain information is privileged or confidential and shall not be disclosed. In the interest of efficiency and conservative economy of taxpayer funds, the following procedure has been established to provide an orderly method for requesting inspection and/or copy of public records that are within the jurisdiction of the ADOC.

**READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.**

- 1) Complete the “PUBLIC RECORDS REQUEST FORM and submit it to the ADOC as follows:  
Alabama Department of Corrections  
**Attn: Research and Planning Division/Public Records**  
P.O. Box 301501  
Montgomery, Alabama 36130-1501

**The completed Public Records Request Form must be mailed to the post office box listed above, hand delivered to the ADOC central office at 301 S. Ripley Street, Montgomery, Alabama 36104, or emailed to [public.records@doc.alabama.gov](mailto:public.records@doc.alabama.gov). Requests by telephone or fax will not be accepted. A non-refundable, minimum Processing Fee (as set forth in the attached Annex A – Public Records Production Cost Schedule) in the form of cashier’s check or money order only must accompany the completed Public Records Request Form.**

2) Upon receipt by ADOC of the completed Public Records Request Form and Processing Fee, the ADOC will provide a prompt acknowledgment of receipt of the request, to include any deficiencies, such as, but not limited to: a) a vague, non-specific request, b) an improperly completed form, and c) records not maintained by the ADOC. As soon as the records are located and assessed for costs, an itemized invoice of the estimated Production Cost will be provided to the Requesting Party. Upon receipt of payment for the estimated Production Cost, the ADOC will begin production of the documents. Upon completion, ADOC will provide an itemized invoice of the final Production Cost. No records will be made available to the Requesting Party until the ADOC receives payment of the total costs set forth on the final invoice. The ADOC will attempt to comply with all requests within thirty (30) business days of receipt of final Production Cost. The following are the detailed costs involved in processing Public Records Requests:

The Processing Fee will cover the first hour of Labor. Any additional Labor cost needed to fulfill the request shall be calculated at the rate per hour listed in the attached Annex A – Public Records Production Cost Schedule. Partial hours will be rounded to the next full hour. An itemized example of the cost breakdown is shown as follows:

Minimum Processing Fee (includes first hour of labor)	= \$ _____
_____ Labor hours @ \$ _____ per hour	= _____
_____ black and white pages @ \$ _____ per page	= _____
_____ color pages @ \$ _____ per page	= _____
_____ certified pages @ \$ _____ per page	= _____
_____ postage @ current rate	= _____
Total Cost of Production:	= _____
Less: Prepaid Processing Fee	(\$ _____)
Final Payment Due:	\$ _____

**Payment for Production Cost shall be made by cashier’s check or money order only and must be received by ADOC before any copies are produced. ADOC will provide a receipt with the documents when produced.** Any payments received by the ADOC in excess of the actual Production Cost will be reimbursed at the time of delivery of the requested documents.

3) Records requested MAY be available for viewing depending on the method in which the records are stored. Certain records are available for copying only because ADOC must print the requested records. If the requested records are available for viewing, the Requesting Party will be notified when the records are available as explained below and of the estimated cost.

4) If requested records are available for viewing: When notified that the records are available, the Requesting Party should contact the Department of Corrections Research and Planning Division to schedule an appointment to view the records at the location where the records are maintained. Appointments are available between 9AM and 3PM, Monday through Friday, except for holidays. Upon viewing, documents may be identified for copying. Production Cost will apply.

**ALABAMA DEPARTMENT OF CORRECTIONS  
PUBLIC RECORDS PRODUCTION COST SCHEDULE  
(Current Costs Incurred by ADOC to Produce Public Records)**

1.	<u>PROCESSING FEE</u> -	\$25.00
2.	<u>LABOR (per hour)</u> -	\$23.00
3.	<u>Copies (per page)</u> -	
	Black and White:	\$ .50
	Color	\$ .75
	Certified	\$ 1.00
4.	<u>Postage:</u>	Calculated at Current Rate

Production Cost must be paid by cashier's check or money order only and made payable to The Alabama Department of Corrections.

Annex A to AR 023  
April 6, 2015