

# STATE OF ALABAMA, OFFICE OF THE GOVERNOR

## INSTRUCTIONS FOR REQUESTING VIEW OF PUBLIC RECORDS

Alabama law makes public writings available for viewing by its citizens, subject to exceptions that are specified by law. These exceptions generally direct that certain information is privileged or confidential.

In the interest of efficiency and good stewardship of the tax dollars that this Office receives in carrying out its primary duties, responses to records requests are made by the employees of the Governor's Office. Therefore, the following procedure has been established to provide an orderly method for requesting and viewing records that are within the jurisdiction of the Office of the Governor.

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

The type of record being requested will determine its availability, the cost, and the time to gather the records.

1) Complete the attached "REQUEST TO VIEW PUBLIC RECORDS" form and submit it to the Office of the Governor at the following address:

State of Alabama, Office of the Governor  
600 Dexter Avenue, Room N-103  
Montgomery, AL 36130  
Fax: (334) 242-2335  
Email: [openrecords@governor.alabama.gov](mailto:openrecords@governor.alabama.gov)

2) Upon receiving a completed REQUEST TO VIEW PUBLIC RECORDS form, the Governor's Legal Office will analyze whether the requested information is held by the Governor's Office and subject to disclosure. Once this preliminary determination has been made, the Legal Office will provide you with an estimated research cost. Basic Research is \$23.00 per hour, with a one hour minimum, plus expenses. Research of electronic records or those not normally kept may be higher. Payment of a deposit in the amount of the estimated cost is required prior to viewing.

3) Research results will usually be available ten business days after receipt of the research deposit. Numerous factors may necessitate that this time frame be extended.

4) Once the results are collected, the Legal Office will further analyze whether the documents are subject to disclosure. Once this determination is made, the documents will either be made available for viewing (and later copying/emailing or mailing) or sent to you directly by mail or email. If the documents are made available for viewing, you may request to view the records between 9 AM and 4 PM, Monday through Friday. Viewing of certain types of records not in printed form may not be possible. Copies are generally available within seven (7) days following receipt of a copy deposit. Large orders may require longer. The charge for black and white photocopies will be at least \$.25 per single-side page. For color copies or copies in other media there will be an additional charge.

6) **Summary of Costs:** As mentioned above, you are required to pay any research, copying, and/or shipping fees incurred by the Governor's Office. However, you will only be charged if the total fees exceed \$25.00.

**NOTICE TO NEWS MEDIA** - News Media representatives on deadline should contact the Legal Division at 334-242-7120 for assistance. Accommodation of a deadline schedule will be attempted to the extent that current workload will permit. Fees and costs are not waived.

**REQUEST TO VIEW PUBLIC RECORDS**

(To conserve taxpayer provided resources, there are policies and procedures governing the orderly production of public records for viewing and reproduction. Read and follow the attached **INSTRUCTIONS FOR REQUESTING VIEW OF PUBLIC RECORDS** before submitting this Request.)

**NAME OF REQUESTING PARTY:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City State Zip Code  
Telephone # \_\_\_\_\_ Cellular # \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**DESCRIPTION OF RECORD TO BE VIEWED AND/OR COPIED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED USE OF DOCUMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I have read the INSTRUCTIONS FOR REQUESTING VIEW OF PUBLIC RECORDS and agree to the terms and conditions stated in that document, including the requirement for advance payment of charges for research and reproduction of documents.**

\_\_\_\_\_  
**Signature** Date

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

<b>GOVERNOR'S OFFICE USE ONLY</b>	
On ___ day of _____, 20__ , received: \$ _____	
in payment of the following costs.	
Research: _____ Hours @ \$23.00 =	\$ _____
Copies: _____ Pages @ \$ 0.25=	\$ _____
Other charges: _____	\$ _____
<b>TOTAL AMOUNT RECEIVED</b>	<b>\$ _____</b>
_____ <b>Print Name</b>	
_____ <b>Signature</b>	