

Amended August 14, 2007

Public Records Request Policy #43

The St. Clair County Commission recognizes the public's right to inspect and make copies of any public documents, except as otherwise provided by statute. Below is an outline of the procedures for this office:

Request for public records/surveillance tapes retained by the St. Clair County Commission and/or E911 documents/tapes:

1. All requests for copies of public records in control of the St. Clair County Commission and E911 must be requested in writing detailing the document and reason for request. Forms are available for this request on the county website (www.stclairco.com), and at the County Commission and E911 offices.
2. The County Administrator/E911 Director will review the request and approve or give a reason for denial within two (2) days of receipt.
3. Once approved, every effort will be made to provide access to the requested records/tapes and/or produce copies in a timely manner.
4. The cost of copies of printed documents on 8 ½" x 11" or 8 ½" x 14" copy paper will be 25 cents per page. The cost of copies of E911 tapes or surveillance tapes will be \$50.00 each.
5. Additional costs may be added for requests taking longer than one hour, due to the assessment of a staff research fee of \$25.00 per hour, or for additional supplies required to accommodate the request.

Note: All requests for E911 records or tapes must be accompanied by a subpoena, as they are not public information.

The St. Clair County Commission
Ashville, Alabama

Request for Access to Public Records (Policy #43)

I request to review or copy the following public records/tapes of E911/surveillance tapes retained by the St. Clair County Commission:

Valid Reasons for reviewing public records must be provided so that County Administration can analyze the efforts needed to maintain certain public records. This information will also to help determine how the County can better serve its citizens. Valid reasons for reviewing the County's public records must also be provided to ensure that these are safeguarded and to ensure that public employee time is not wasted. The reason(s) that I desire to review these records is/are:

(All requests for records or tapes related to E911 must be accompanied by a subpoena, as they are not public information.)

Agreement

This request to review the aforementioned public records/tapes of E911/ surveillance tapes retained by the St. Clair County Commission is made by: _____
(Please print your name)

I agree that I shall not cause harm or damage to any original public record/tapes of E911/surveillance tapes. I agree that these original records will not be removed from the county's premises at any time. I also agree that I shall return all original public records/tapes of E911/surveillance tapes to the St. Clair County Commission official or employee who is designated below as the liaison for the aforementioned public records.

I understand that I will be charged .25¢ per 8 1/2" x 11" or 8 1/2" x 14" paper copies made. Additional cost may be added for requests taking longer than one hour, due to the assessment of a staff research fee of \$25.00 per hour, or for additional supplies required to accommodate the request. The cost of copies of E911 and surveillance tapes will be \$50.00 each.

Signature of Person Making This Request _____
Date

Please return these public records to: _____
Name of Public Official or Employee

The Space Below is For County Administration/E911 Director Use Only

<input type="checkbox"/>	Request Approved
<input type="checkbox"/>	Request Denied-Reason(s) Denied: _____
