

Public Records Policy

It is the policy of the executive branch of the State of Alabama to promptly provide citizens with public records upon request, subject to their payment of reasonable fees (where applicable), to applicable laws protecting sensitive information, and to the interest of the general public in having the business of government carried out efficiently and without undue interference.

Requesting Public Records

Please submit a completed Public Records Request Form available [here](#).

Initial Review: Upon receipt of this completed form, the Board will determine if the requested information is a public record of the Board subject to disclosure. The type of record being requested will determine its availability, the time necessary to gather the record, and any cost associated with providing the record. A reasonable fee may be assessed, as permitted by state law, for the cost of retrieving, preparing, and/or copying. The requestor will be sent an advance notification of any charges of the specific record if applicable.

Turn Around Time: Records will typically be provided by email within ten (10) business days after receipt of a complete Public Records Request Form. Numerous factors may necessitate that this time frame be extended. Specifically, the nature of the request will dictate how promptly a response is provided. If the request very clearly identifies a specific, discrete document, a response will be received more quickly than if the request requires substantial staff time to process. A request will require substantial staff time to process if it requires difficulty in identifying and retrieving documents or taking measures to redact or otherwise withhold legally protected information. We work to respond as promptly as possible to all public records requests received consistent with the demands of our agency's functions as determined by state law.

Additional Information: please contact our Public Records Coordinator at public.records@boa.alabama.gov