

Elmore County Commission
Public Information Access Policy
April 2009
Revised January 27, 2014

The Elmore County Commission supports open and transparent government. Under existing law, every citizen has a right to inspect and take a copy of any public writing, except as otherwise provided by statute. To comply with the law and to standardize the procedure, the Elmore County Commission has adopted this Public Information Access Policy.

1. The Chairman of Elmore County Commission or his designee shall be the Custodian of Records. The Custodian or his designee shall make all determinations on whether requested information may be released. The Custodian or his designee shall make public information available for inspection and copying while protecting public records from alteration, mutilation, loss or unlawful removal.
2. Requests for public information shall be made in writing on the attached Public Records Request Form. These forms may be obtained from the County Administrator's Office Monday through Friday, 8:00 a.m. through 4:30 p.m. or downloaded from the Forms tab on the County web page at www.elmoreco.org.
3. Once a request for a public document is received, the Custodian or his designee will determine if the requested information may be provided. When approved, the Custodian or his designee will forward the request to the appropriate personnel to compile the requested documents. Under normal circumstances, the Custodian or his designee will make documents available for inspection. After inspection and upon identification of specific documents to be copied, pre-payment of all fees shall be made to the county before documents are copied. Provided that no more than three qualifying documents are requested at one time, the county will make those records available within fourteen working days from the date a Public Records Request Form is received. If the Custodian or his designee determines a request for information is exempt from disclosure, written notification of the determination will be mailed within seven working days from the date the request is received. Appeals regarding a determination may be made to the Elmore County Commission.
4. As provided for by law in **The Code of Alabama, 1975, Section 36-12-41**, a fee of \$1.00 per page for black and white and \$2.00 per page for color copies of public documents shall be charged. In addition, Public Records Requests entailing research, shall be assessed a \$20 per hour fee or a \$5.00 per quarter hour incremental fee. All fees must be pre-paid.