

SHELBY COUNTY, ALABAMA

PUBLIC RECORDS REQUEST FORM

DATE: _____ TIME: _____ RECEIVED BY: _____

INFORMATION REQUESTED:

PLEASE FULLY COMPLETE THE FOLLOWING:

NAME: _____ PHONE: _____ EMAIL: _____
(Please Print Legibly)

ADDRESS: _____ CITY/ZIP: _____

SIGNATURE: _____ ORGANIZATION: _____

COSTS: The County is permitted by law to recoup reasonable costs incurred in providing public records which can include retrieval, research, and duplication and preparation time. The requestor will be provided in advance the estimated cost for the preparation of the public records (production of the materials, labor, and delivery expenses).

INSPECTION OF PUBLIC RECORDS: When a public inspection of records is requested, a custodian of those records must oversee the inspection, retrieval and re-filing. Appointments must be scheduled in advance. A labor charge will be imposed as set out herein.

MATERIALS: The cost of copies sized 8.5 x 11 or 8.5 x 14 inches is 50 cents per page. Charges for larger size paper copies, maps, plats and other large documents are set by the applicable department. Fees are due whether the records are provided by paper or electronic formats. The fee for records provided on DVD is \$5.00.

LABOR: No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. Charges for requests requiring more than 15 minutes of staff time are based on the hourly base rate of pay for the least-paid employee of the applicable department who can respond to the request, multiplied by the actual time worked and is computed on the basis of quarterly hours, rounded up. Labor charges are in addition to the per page or per DVD costs specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure. Parcel data will be charged at \$0.30 per parcel.

DEPOSIT: A deposit is required when it is determined by the Department Head that more than one (1) hour of staff time will be needed to respond to a request. If the final cost is less than the deposit, the difference will be refunded; if greater, the additional cost must be paid prior to delivery or the review of the documents.

FORM OF PAYMENT: Deposits and final costs for records may be paid by cash, check, cashier check or money order. Credit and debit cards are not accepted. If payment is made by cash, the exact amount is required; picture ID is required for payment by check.