

Public Records Request

The County of Autauga recognizes and supports the public's right to inspect and make copies of public records in accordance with state law and in the truest spirit of open and transparent government.

How can I request public records?

Many public records produced by the Autauga County are readily available for free on the County's web site. To request public records not available online, fill out the Public Records Request (PRR) form, available at Autauga County, 135 N. Court Street, Ste. B, Prattville, AL 36067. The requested documents should be specifically referenced or described. The completed request form can be returned to:

Autauga County 135 N. Court Street, Ste. B, Prattville, AL 36067.

What records are available to the public?

Many documents of the County are public records available for inspection by the general public. Commonly requested public records include:

- Ordinances, Resolutions and County Commission materials;
 - Permits, contracts and licenses;
 - Financial documents, including budget information and financial statements;
 - Deeds, easements and right-of-way information.

As allowed by state law, and related case law, some records are not available for public inspection. Exceptions are typically made in cases where privacy or security issues have been judged to be of overriding importance, or where documents are not necessary to record the status and condition of business carried out by the County. Such exceptions may include:

- Information received by a public officer in confidence,
- Sensitive personnel records;
- Information relating to pending criminal investigations;
- Records the disclosure of which would be detrimental to the best interest of the public, including:
 - Records concerning security plans, procedures, assessments, measures, or systems or safety of persons, structures, facilities, or other infrastructure and critical energy infrastructure;
- Documents regarding pending or threatened litigation or other documents created by or at the direction of the County's attorney or communications by and between the County and its attorney where legal advice is sought, discussed and/or received.
- Any information which would reveal a trade secret of a citizen or business of the county.

What fees will be charged?

Generally, copies will be provided at a cost of \$1.00 per page. If a request becomes time-sensitive, a fee of \$35 per hour will be charged beginning with the second hour. Partial hours will be rounded to the next full hour. If it is estimated that charges will reach or exceed \$50.00, a deposit, via cash or credit card, of half the estimated amount will be required before the request is fulfilled. The cost of specialized documents, such as maps or oversized documents, can increase the cost depending on the reproduction methods needed.

When will I receive a response?

If it is not possible to provide copies or allow a complete review of documents within five business days of the request, the requester will be notified.

Disclaimer and Use of Information: Autauga County provides information in response to Public Records Requests in good faith with no warranty, expressed or implied, concerning content, accuracy, currency or completeness. It does not accept any liability arising from incorrect, incomplete or misleading information or improper use. Use or interpretation of the data is solely the Requestor's responsibility. As applicable, the County shall retain all rights, title and interest in the information.

Public Records Request Form

Autauga County, 135 N. Court St., Suite B, Prattville, AL 36067
(334) 358-6700; (334) 361-3724 FAX

Autauga County, Alabama,

Please complete all information in the fields provided (type or print). Completed forms may be submitted by mail or in-person to Autauga County Commission, Attn: Public Records, 135 N. Court St., Ste. B, Prattville, AL 36067.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

I request (to):

- Inspect** the following records of Autauga County I agree that I will not cause harm or damage to any public record. I agree that these records will not be removed from County premises at any time, and that review is subject to limitations as described in the General Information Notice for Requesters. I understand that I will be required to pay fees as described on the fee schedule if my request is deemed time-intensive.
- Copies** of the following public records of Autauga County I understand that I will be required to pay fees as described on the fee schedule.
- Electronic Copies** – If available, please provide electronic copies of documents. I understand that electronic documents will likely be provided in PDF format..

Autauga County reserves the right to require the production of only copies and the right to require inspection before copies are provided.

Document(s):

Description of document(s) requested _____

Reason for request _____

The Alabama Open Records Act and related case law allows counties to require a reason to be provided to show a direct, legitimate interest in the specific document(s) requested. Statements should communicate direct interest in the specific materials requested (i.e. "I am a student doing a paper on") and should not be general statements of entitlement (i.e. "I am a taxpayer" or "It is a public document.").

The requestor(s) will be notified:

- 1) Of the estimated costs associated with completing the request.*
- 2) If their request is expected to take longer than five business days.
- 3) Upon completion of the request.

**Estimates exceeding \$50 will require a deposit of half the estimated amount. Please see the General Information Notice for details.*

By signing below, you indicate that you have read and agree with the "Disclaimer & Use Information" statement on the General Information notice.

Signature _____

_____ Date