

## Procedure 4.4: Production of Public Records for Inspection and Charge for Copies of Public Records

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Managing Office: Office of General Counsel

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### I. PURPOSE

The Alabama Open Records Act, ALA. CODE §36-12-40, grants Alabama citizens the right to inspect public records. In conformance with this Alabama A&M University procedure, public records may be inspected at no charge. Alabama A&M University charges reasonable fees to supu(r)4(ect)-2(ed)3()-3(at)-3()-3( ) ce-2(b)-2()u1n4(ect)-2(ed)3()-3.[E]-4(f)3(f)

5. "Requesting party" or "Requestor" means the person or business entity requesting to inspect and/or copy public records. Individual requestors must provide proof of Alabama citizenship by submission of official proof of U.S. Citizenship and official proof Alabama residency prior to inspecting and/or receiving copies of public records at the University. The following documents shall constitute proof of U.S. Citizenship: (1) official birth certificate confirming birth in the U.S. or a U.S. Territory; (2) official U.S. Passport certifying citizenship; or (3) official Social Security Card. An official government issued photo ID listing an Alabama address (e.g., drivers' license or military ID) shall constitute proof of Alabama residency. Business requestors must provide official proof of the company's current registration with the Alabama Secretary of State's Office as an official business entity in the state. In the case of individuals who are not residents of Alabama and businesses that are not registered with the Alabama Secretary of State's Office, proof of identification and/or registration of the entity is required prior to release of information.

#### IV. COPYING COSTS

1. First, determine the number of hours each employee spent producing the requested public records.
2. Second, subtract a one (1) hour threshold from the number of hours the highest paid employee spent producing the request.
3. Third, multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage; and
4. Fourth, add together the totals for all the employees involved in the request to determine the total amount of the labor costs to be charged to the requesting party.

#### V. DELIVERY COSTS

The PRD/GENERAL COUNSEL shall charge the requesting party for the costs incurred by the PRD/GENERAL COUNSEL in delivering the records to the requesting party, in addition to any other charge permitted by this procedure.

1. Delivery of copies of records to a requestor is anticipated to be by hand delivery in the form of pick up by the requesting party.
2. In the discretion of the PRD/GENERAL COUNSEL, copies of public records may be delivered through other means such as the U.S. Postal Service.

#### VI. PAYMENT

If the requesting party requests copies of public records, the following provisions concerning payment of production costs shall apply:

1. The PRD/GENERAL COUNSEL shall provide the requesting party an estimate of the production costs before initiating the production of copies of the requested public records.
2. The PRD/GENERAL COUNSEL may require payment in full of all production costs before copies of public records are delivered or otherwise made available to the requesting party.
3. Production costs must be paid by cash, money order, or cashier's check. Cash payments must be for the exact amount of the publication costs.
4. The university business office will provide a receipt to the requesting party upon receipt of payment of the productions costs.

VII. WAIVER OF PRODUCTION COSTS

The PRD/GENERAL COUNSEL is authorized in its discretion to waive payment for providing copies of public