



## REQUEST FOR PUBLIC RECORDS

Personnel Board of Jefferson County, Alabama  
Attention: Personnel Board Director  
2121 Reverend Abraham Woods, Jr. Boulevard  
Suite 100  
Birmingham, AL 35203

This form is to be used for requests for public records maintained by the Personnel Board of Jefferson County pursuant to the Alabama Open Records Act, ALA. CODE § 36-12-40 (1975). To make a request for a public record, this form should be completed in full and submitted to the attention of the Personnel Board Director at the address listed above. Individuals making a request for public record from the Personnel Board should carefully read the Records Request Policy and Duplication and Access Fee Schedule (provided on page 2 of this form) before submitting a public records requests or making inquiries. This form may be submitted in person, courier service, or via USPS mail to the above address.

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Document(s) Requested** (Please be as specific as possible, using names, record title, function of record, record date, and any other information that you feel will expedite your request. Use additional pages, if necessary. It may be necessary to redact sensitive information from the completed records request that is returned to you):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Request** (The Alabama Open Records Act and related case law allows public organizations to require a reason be provided to show a direct, legitimate interest in the specific document(s) requested. Statements should communicate a direct interest in the specific materials requested and should not be general statements of entitlement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important – Your signature is required for processing as an acknowledgement of the conditions stated on this form and the Personnel Board of Jefferson County Records Request Policy and Duplication and Access Fee Schedule**

**Signature:** \_\_\_\_\_

Note. This form is to be used for requests for public records maintained by the Personnel Board of Jefferson County only and shall not pertain to records maintained by any member municipality or jurisdiction of the Personnel Board of Jefferson County.

For Office Use Only:

Approved

Denied

\_\_\_\_\_  
Personnel Board Director Signature

\_\_\_\_\_  
Date

## **Personnel Board of Jefferson County Records Request Policy and Duplication and Access Fee Schedule**

### ***Please Read Before Submitting a Public Records Request***

All requests for inspection of or copies of records or documents maintained by the Personnel Board of Jefferson County must be made in writing on the Request for Public Records form prescribed by the Director. The form shall require the requesting party to identify him/her/itself, the reasons or purposes for which the documents or information are sought, and a specific description of the documents or information sought.

The Director of the Personnel Board of Jefferson County will review public records requests and make all decisions relating to the documents or information that should or should not be disclosed in response to the request. The Director will exercise sound professional judgment to disclose public information appropriately in accordance with the Alabama Open Records Act. The Director will not disclose personal information which, if disclosed, would expose individuals to a material risk of identity theft, invasions of privacy, or other unlawful acts. Examples of information to be withheld or redacted include: social security numbers and dates of birth; home addresses; names of children and other family members; and any other information as to which the Director concludes the public informational value is outweighed by the individual privacy interests involved. The Director generally will apply redactions to protect personal information rather than withholding documents altogether, unless redaction is not practicable. The Director may withhold and refuse to disclose any materials relating to the job analysis and test development procedures that would tend to disclose the content of any examination, to give any test-taker an advantage, or in any other manner compromise test security or confidentiality. The Alabama Open Records Act does not require the PBJC Director or staff to research, identify, search, create, organize, extract, summarize, or mail public information or information from public documents. Requests to perform research of this nature will generally be denied. Requests for public records submitted to the Personnel Board of Jefferson County shall be limited to records maintained by the Personnel Board of Jefferson County only and shall not pertain to records maintained by any member municipality or jurisdiction of the Personnel Board of Jefferson County. Request for public records maintained by any member municipality or jurisdiction of the Personnel Board of Jefferson County should be made directly with that public organization.

### **Payment of Costs**

A person requesting copies or inspection of public records shall pay any reasonable costs incurred by the PBJC in complying with the request. Standard 8-1/2" x 11" black and white photocopies shall be charged at a rate of \$1.00 per page for the first 20 pages, and \$0.25 per page for pages in excess of 20. Oversize, color, or other types of copies shall be charged at cost plus 20% handling fee. Compact discs will be charged at \$3.00 each. Other expenses and/or services will be billed at the actual cost, plus a 20% handling fee. The Director may require advance payment before incurring any costs when the cost is anticipated to exceed twenty dollars (\$20.00). In all cases, the Director will require the requesting party to make full payment before receiving any information responsive to the request.

### **Fulfillment of Requests**

If additional information is required, a Personnel Board representative will contact you after receipt to secure additional information or advise you of any required advance payment. Allow for a sufficient and reasonable time period for records to be made available for inspection or copying. The time will include making available staff that may be limited due to performance of critical day-to-day work assignments. In some cases, approved identification may be required when requesting records in order to determine legitimate inspection privileges and to safeguard privacy rights of citizens. The requestor will be notified when the public document request has been fulfilled and is ready for pick up or review.