

PERSONNEL BOARD OF JEFFERSON COUNTY

POLICY ON COMPLIANCE WITH THE ALABAMA OPEN RECORDS ACT, ALA. CODE § 36-12-40 (1975)

It is the policy of the Personnel Board of Jefferson County to comply with the Alabama Open Records Act, Ala. Code § 36-12-40 (1975).

Procedure

All requests for copies of records or documents must be made in writing on a 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 shall review the request and make all decisions relating to the documents or information that should or should not be disclosed in response to the request.

Respect for Individual Privacy

The Director shall exercise sound professional judgment to disclose public information appropriately in accordance with the Act. The Director shall 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 should apply redactions to protect personal information rather than withholding documents altogether, unless redaction is not practicable.

Protection of Test Development Materials

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.

Research and Other Work

The 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.

Payment of Costs

The requesting party 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.