

	COLBERT COUNTY 9-1-1 Records Requests / Release
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ATTACHMENT 2 - REQUEST FOR ACCESS TO PUBLIC RECORDS

The Colbert County 9-1-1 Communications District (CD) is committed to making public records available in a timely manner upon proper request. The Alabama Supreme Court has held that a public body as defined in the Open Records Act (§36-12-40, Code of Alabama 1975) may require a person requesting public record access to fill out an application and give reason for seeking the record.

Certain records are protected from disclosure by state or federal law and will not be made public. Some records will be protected in part only and those will be redacted to protect confidential portions only. Any written or electronic record detailing the circumstances, response, or other events related to a 9-1-1 call which is kept by the CD in its regular course of business is a public record subject to inspection (§11-98-12(c)).

In addition, reasonable restrictions on the time and place of inspection may be set and a reasonable fee charged for any copies. If you wish to inspect records without copies being provided, your request may be delayed until such time as a staff member can be present to assist you or to maintain the integrity of records.

You are asked to complete the following request:

1. I request the following records from Colbert County 911:

2. I request these documents and records for the following purposes:

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3. I am requesting these documents () for myself or () for the following entity or individual:

4. I would like to () inspect these records in person or () have copies of these records produced to me.

5. I understand that the following rates will apply: copies will be provided at a rate of \$0.25 per page. The costs of labor for research, preparation and compilation of records and/or time spent while records are personally reviewed will incur a charge of \$20.00 per hour (minimum of one hour).

6. I understand that any request(s) involving the written transcription of any 9-1-1 telephone call may incur fees, to include the actual costs of certified stenographer (court reporter) services as required to render a professional transcription.

(signature)

(printed name)

-----THIS SPACE FOR OFFICIAL USE-----

Date and Time Received: _____

☐ Request Approved. The records were made available on _____
(date and time)

☐ Records are unavailable or request denied for the following reasons:

Authorized Signature

Date