



## 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. Individuals making a request for public records should carefully read the Records Request Policy and Production Fee Schedule (provided on page 2) before submitting a public records request or making inquiries. To make a request for public records, this form should be completed **in full** and submitted to the attention of the Personnel Board Director at the address listed above or via email to [er@pbjcal.org](mailto:er@pbjcal.org).

**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 Production 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

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Personnel Board Director

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Date

If denied, reason for denial: \_\_\_\_\_

**Personnel Board of Jefferson County  
Records Request Policy and Production Fee Schedule**

**General Information**

All requests for 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. The form shall require the requesting party to identify themselves, indicate the reasons for which the documents and information is requested, and provide a specific description of the documents and information required. The request may be received by mail, email, or hand delivery. If additional information is required, a Personnel Board representative will contact you to secure additional information.

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 (ALA. CODE § 36-12-40)*. The Director will not disclose personal information which could potentially expose individuals to risk of identity theft, invasions of privacy, or other unlawful acts. The Director will generally apply redactions to protect personal information including social security numbers, birthdates, home addresses and phone numbers, medical information, and any other information as to which the Director concludes the public information value is outweighed by individual privacy interests. The Director may withhold and refuse to disclose any materials relating to the job analysis and test development that would tend to disclose the content of any examination or in any other manner compromise test security or confidentiality. The *Alabama Open Records Act* does not require the Director or staff to research, identify, search, create, organize, extract, summarize, or mail public information or documents. Requests to perform research of this nature will generally be denied. The requestor of records will be notified if the request has been approved or denied, including the reason for the denial.

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 City or Agency under the Personnel Board of Jefferson County. The City or Agency will be notified of the request for public records and copied on the production of any records and documents. Request for public records maintained by any City or Agency under the Personnel Board of Jefferson County should be made directly to that organization.

**Payment of Costs**

A person requesting copies of public records shall pay any reasonable costs incurred by the Personnel Board of Jefferson County prior to receiving the requested information. Within five business days from the date of receipt of the request, a written cost estimate and projected timeframe for production will be provided to the requesting party prior to fulfilling the request. If the party does not respond to the cost estimate within 3 business days, the request will be closed. Cost estimates shall be based on the estimated time required to fulfill the request (billed at \$20 per hour for standard administrative requests), plus the cost of printing and/or electronic device (e.g., DVD, thumb drive) required for delivery of the request records, if applicable. A minimum processing fee of \$10 will be applied to any public records request.

If a cost estimate exceeds \$100, then a deposit of 50% of the estimate will be required prior to the request being fulfilled. Final charges will be provided in writing to the requestor and amount shall be paid in full prior to requested records being delivered to the requestor. Payment may be made by check, money order, or cash.

Printing and other charges:

- \* Black and white copies : \$1.00 per page for the first 20 pages, and \$0.25 per page for each page in excess of 20.
- \* Color copies: \$2.00 per page.
- \* Electronic storage devices (e.g., DVD, thumb drive) or other resources required will be billed at cost, plus a 20% fee.

**Fulfillment of Request**

Unless otherwise requested, records will be provided in electronic form (i.e., non-printed format) via email to the requestor. Electronic records too large to email will be provided via electronic storage device, with the cost of the device being charged to the requestor.

Allow for a sufficient and reasonable time period for records to be made available. The requestor will be notified when the public document request has been fulfilled and payment is due. Records will be released only to the individual(s) named on the public records request submission form. An individual receiving the public records will be required to provide a valid government issued identification prior to the records being released.