

ALABAMA BUREAU OF PARDONS AND PAROLES

INSTRUCTIONS FOR REQUESTING VIEW OF PUBLIC RECORDS

Alabama law makes public writings available for viewing by its citizens, subject to exceptions that are specified by law. These exceptions generally direct that certain information is privileged or confidential.

In the interest of efficiency and good stewardship of the tax dollars that this Bureau receives to carry out its primary duties, responses to records requests are made by employees of the Alabama Bureau of Pardons and Paroles. Therefore, the following procedures have been established to provide an orderly method for requesting and viewing records that are within the jurisdiction of the Bureau.

PLEASE READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.

The type of record being requested will determine its availability, the cost, and the time to gather the records.

1) Complete the attached "REQUEST TO VIEW PUBLIC RECORDS" form and submit it to the Alabama Bureau of Pardons and Paroles at the following address:

Alabama Bureau of Pardons and Paroles
ATTN: Communications Office
301 S. Ripley St.
Montgomery, AL 36104
Email: public.records@paroles.alabama.gov

2) Upon receiving a completed REQUEST TO VIEW PUBLIC RECORDS form, the Bureau's Legal Department will analyze whether the requested information is held by the Bureau and subject to disclosure. Once this preliminary determination has been made, the Legal Department will provide you with an estimated research cost. Basic Research is \$23.00 per hour, with a one hour minimum, plus expenses. Research of electronic records or those not normally kept may be higher. Payment of a deposit in the amount of the estimated cost is required prior to viewing.

3) Research results will usually be available ten (10) business days after receipt of the research deposit. Numerous factors may necessitate that this time frame be extended.

4) Once the results are collected, the Legal Department will further analyze whether the documents are subject to disclosure. Once this determination is made, the documents will either be made available for viewing (and later copying/emailing or mailing) or sent to you directly by mail or email. If the documents are made available for viewing, you may request to view the records between 9 AM and 4 PM, Monday through Friday. Viewing of certain types of records not in printed form may not be possible. Copies are generally available within seven (7) days following receipt of a copy deposit. Large orders may require longer. The charge for black and white photocopies will be at least \$.25 per single-side page. For color copies, copies in other media, or certified copies there will be an additional charge.

5) **Summary of Costs:** As mentioned above, you are required to pay any research, copying, and/or shipping fees incurred by the Bureau. However, you will only be charged if the total fees exceed \$25.00.

NOTICE TO NEWS MEDIA - News Media representatives on deadline should contact the Communications Office at (334) 242-0507 for assistance. Accommodation of a deadline schedule will be attempted to the extent that current workload will permit. Fees and costs are not waived.