

ALABAMA BOARD OF PARDONS & PAROLES

Open Public Meeting Minutes

June 18, 2025

A. Call to Order:

1. The Alabama Board of Pardons and Paroles called to order its open public meeting on this date at 9:18A.M., 301 South Ripley Street, Montgomery, AL 36104 for the purpose of conducting its regular parole/pardon hearings, as prescribed by Alabama Code, Title 15, Chapter 22. Board members present were: Leigh Gwathney, Chairperson, Darryl Littleton, Board Member and Gabrelle Simmons, Board Member.
2. The Board met to discuss the attached agenda, with the action taken by the Board recorded by the Board's secretary, Nicole Lewis.

B. Board Business: The Board approved minutes from previous meeting of June 17, 2025, moved by Leigh Gwathney and seconded by Darryl Littleton which was majority vote.

C. Daily Pardon/Parole Docket:

1. James Hollingsworth, AIS# 146440: Speaker against parole 1st Elizabeth Madison (victim's daughter-in-law), 2nd Jerry Kendrick (victim's family friend), 3rd Wana Davis (VOCAL), 4th Sarah Deneve VSO (Atty General Office), 5th Carla Counts (Jefferson Co. District Atty Office). The Board voted to deny parole with a reset date of 6/2030.
2. Terrell D. Pendleton, AIS# 204452: Speaker on behalf of a pardon 1st Terrell D. Pendleton (self), 2nd Torrence Surles (friend). Speaker against a pardon 1st Wana Davis (VOCAL), 2nd Sarah Deneve VSO (Atty General Office), 3rd Carla Counts (Jefferson Co. District Atty Office). The Board voted to deny a pardon.
3. Brian H. Smith, AIS# 165387: Speaker on behalf of parole 1st J. D. Lloyd (attorney), 2nd Albert Pugh (Cullman Reentry), 3rd Glenda Smith (wife). Speaker against parole 1st Wanda Miller (VOCAL), 2nd Sarah Deneve VSO (Atty General Office), 3rd Doug Smith (Shelby Co. District Atty Office). The Board voted to deny parole with a reset date of 6/2027.
4. Donald Hilyer, AIS# 165924: Speaker on behalf of parole 1st Diann Stubbs (friend), 2nd Eloise Hilyer (mother). Speaker against parole 1st Wana Davis (VOCAL), 2nd Sarah Deneve VSO (Atty General Office), 3rd Crystal Vanermen (19th Judicial Circuit - District Atty Office). The Board voted to deny parole with a reset date of 6/2026.

5. Max D. Hinton, AIS# 268500: Speaker against parole 1st Wana Davis (VOCAL), 2nd Sarah Deneve VSO (Atty General Office), 3rd Crystal Vanermen (19th Judicial Circuit - District Atty Office). The Board voted to deny parole with no reset date.
6. Billy J. Cole, AIS# 286786: Speaker on behalf of a pardon Billy J. Cole (self). Speaker against a pardon 1st Wana Davis (VOCAL), 2nd Sarah Deneve VSO (Atty General Office). The Board voted to deny a pardon.
7. Gloria J. Baldwin, AIS# 185384: Speaker on behalf of parole 1st Meghan McLeroy (Redemption Earned), 2nd Brianna Byrd (law student), 3rd Jena Forehand (Deeper House). Speaker against parole 1st Wana Davis (VOCAL), 2nd Sarah Deneve VSO (Atty General Office). The Board voted to deny parole with a reset date of 6/2027.
8. Walter D. Brown, Jr., AIS# 156795: Speaker on behalf of parole Willie Merritt (cousin). Speaker against parole Sarah Deneve VSO (Atty General Office). The Board voted to deny parole with a reset date of 6/2027.
9. William D. Boyd, Jr., AIS# 324676: Speaker on behalf of parole Scott Frye (The ARC Bessemer). The Board voted to deny parole with a reset date of 6/2026.

The Board recessed for lunch from 11:40AM – 12:45PM.

10. Yolanda E. Parham, AIS# 800913: Speaker on behalf of a pardon Yolanda E. Parham (self). The Board voted to grant a full pardon with the restoration of all civil and political rights.
11. Michael T. Martin, AIS# 827241: Speaker on behalf of a pardon Michael T. Martin (self). The Board voted to grant a full pardon with the restoration of all civil and political rights.
12. Callie M. Lammon, AIS# 827370: Speaker on behalf of a pardon 1st Callie M. Lammon (self), 2nd Keith Lammon (father). The Board voted to grant a pardon with the following restrictions (relief from the habitual offender act and firearms disabilities).
13. Joseph W. Daughtry, AIS# 279250: Speaker on behalf of parole 1st Christina Daughtry (sister), 2nd William Carpenter (cousin). The Board voted to deny parole with a reset date of 6/2027.
14. John H. Parks, AIS# 193887: Speaker on behalf of parole Sharonda Webster (niece). The Board voted to deny parole with a reset date of 6/2027.
15. Timothy C. Woodward, AIS# 279800: Speaker on behalf of parole 1st Casey Faulkner (friend), 2nd Roy Woodward (father). The Board voted to grant

parole with special condition to complete NA/AA, GPS Ankle Monitor, Drug Assessment and Seek Employment.

16. Stanley L. Murray, AIS# 172327: Speaker on behalf of a pardon Stanley L. Murray (self). The Board voted to grant voting rights only.
17. Hubert L. Raley, AIS# 317788: Speaker on behalf of parole 1st Regina Stradley (sister), 2nd Betty Wallace (mother). The Board voted to deny parole with a reset date of 6/2026.
18. Anthony P. Reaves, AIS# 202319: Speaker on behalf of a pardon 1st Anthony P. Reaves (self), 2nd Debra Reaves (wife). The Board voted to deny a pardon.
19. Gerritt J. Holcombe, AIS# 213884: Speaker on behalf of a pardon Gerritt J. Holcombe (self). The Board voted to grant a pardon with the following restrictions (relief from the habitual offender act and firearms disabilities).
20. David E. Braswell, AIS# 158201: Speaker on behalf of parole Danielle Thornton (daughter). The Board voted to deny parole with a reset date of 6/2027.
21. Elosia Briggins, Jr., AIS# 827329: The Board voted to deny a pardon.
22. Michael O. Grant, AIS# 808655: The Board voted to grant a pardon with the following restrictions (relief from the habitual offender act and firearms disabilities).
23. Samuel B. Mitchell, AIS# 235773: The Board voted to grant parole with special condition to complete the Perry Co. Probation/Parole Reentry Education Program (PREP), GPS Ankle Monitor, and Drug Assessment Upon Release.
24. Edward R. Milling, AIS# 330861: The Board voted to grant parole with special condition upon completion of Alabama Therapeutic Educational Facility (ATEF); complete the Huntsville Day Reporting Center (DRC), GPS Ankle Monitor, and Drug Assessment Upon Release.
25. Michael J. Johnson, AIS# 266078: The Board voted to deny parole with no reset date.
26. Johnnie R. Matson, AIS# 322591: The Board voted to deny parole with a reset date of 6/2027.
27. David Thomas, AIS# 193796: The Board voted to deny parole with a reset date 6/2026.

28. Zebbie L. Hardy, AIS# 195373: The Board voted to deny parole with no reset date.
29. Ricky L. Thomason, AIS# 329387: The Board voted to deny parole with no reset date.
30. Robert M. Demarest, AIS# 270952: The Board voted to deny parole with no reset date.
31. Tyler J. Mason, AIS# 289628: The Board voted to deny parole with a reset date of 6/2026.
32. Elliott B. Mickles, AIS# 292912: The Board voted to deny parole with no reset date.
33. Michael S. Ellis, AIS# 293637: The Board voted to deny parole with a reset of date 6/2027.
34. Kelly E. Duncan, AIS# 269868: The Board voted to deny parole with a reset date of 6/2027.
35. Morgan T. Vandiver, AIS# 164256: The Board voted to grant parole with special condition to complete the Perry Co. Probation/Parole Reentry Education Program (PREP), GPS Ankle Monitor, and Drug Assessment Upon Release.
36. Antonio E. Cook, AIS# 258203: The Board voted to deny parole with a reset date of 6/2030.

D. Files for Review:

1. The Board reviewed the attached list of files for revocation.
2. The Board reviewed the attached list of delinquent files.

E. Additional Board Business:

The Board hereby votes to adopt the attached Internal Public Records Request Policy which will govern how the Agency's employees handle public records requests. The Internal Public Records Request Policy will become effective the same day that this order is issued. (See Attached Minute Entry & Board Order)

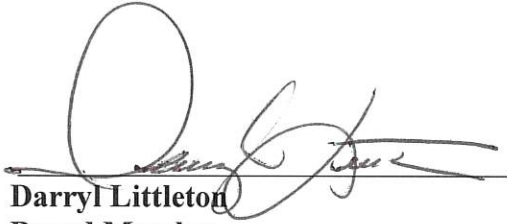
Adjournment:

- a. The Board adjourned at 2:46pm moved by Leigh Gwathney and seconded by Darryl Littleton with majority vote. The Board's next meeting will be June 25, 2025, at 8:00am at 301 South Ripley Street, Montgomery, AL 36104.

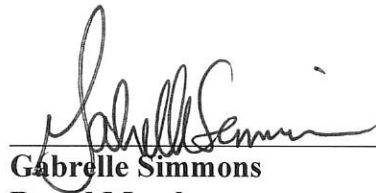
APPROVED:



Leigh Gwathney, Chairman



**Darryl Littleton
Board Member**



**Gabrelle Simmons
Board Member**



**Nicole Lewis
Board Secretary**

DISAPPROVED:

Leigh Gwathney, Chairman

**Darryl Littleton
Board Member**

**Gabrelle Simmons
Board Member**

Date: 7/8/25

Alabama Board of Pardons and Paroles
Meeting Agenda

The Alabama Board of Pardons and Paroles will convene
at 301 South Ripley Street, Montgomery, Alabama 36117 at 8:00 AM.

June 18, 2025

1. Call to Order
2. Board Business
3. Files for Review
4. Additional Board Business
5. Adjournment

STATE OF ALABAMA
BOARD OF PARDONS AND PAROLES
MINUTE ENTRY
&
BOARD ORDER

The Alabama Board of Pardons and Paroles met on this 18th day of June 2025, in an open public meeting, at which time the following Board Members were present: Leigh Gwathney, Chair, Darryl Littleton, Associate Member, and Gabrelle Simmons, Associate Member.

The Board hereby votes to adopt the attached Internal Public Records Request Policy which will govern how the Agency's employees handle public records requests. The Internal Public Records Request Policy will become effective the same day that this order is issued.


Done this 18th day of June 2025.

RECOMMENDED



DIRECTOR CAM WARD

APPROVED


LEIGH GWATHNEY
CHAIR
DARRYL LITTLETON
ASSOCIATE MEMBER
GABRELLE SIMMONS
ASSOCIATE MEMBER

DISAPPROVED


LEIGH GWATHNEY
CHAIR
DARRYL LITTLETON
ASSOCIATE MEMBER
GABRELLE SIMMONS
ASSOCIATE MEMBER

REQUEST TO VIEW PUBLIC RECORDS

(The Alabama Bureau of Pardons and Paroles's **INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS** should be reviewed prior to submitting your request.)

Name of Requesting Party: _____

Organization: _____

Mailing Address: _____

Street or P.O. Box

City

State

Zip Code

Phone Number: _____

Email Address: _____

DESCRIPTION OF RECORD(S) TO BE VIEWED AND/OR COPIED: _____

PROPOSED USE OF RECORD(S): _____

I have read the Bureau's **INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS** and **PROCEDURES FOR REQUESTING PUBLIC RECORDS**, and I agree to the terms and conditions stated in the instructions and procedures, including the requirement for advance payment of fees for preparing, processing, retrieving, and reproducing requested documents.

Signature

Date

Print Name

ALABAMA BUREAU OF PARDONS AND PAROLES
INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

All requests for records must use the Alabama Bureau of Pardons and Paroles's Request to View Public Records form (ABPP-Records Request Form). Before submitting a request to view public records form, review the Bureau's **PROCEDURES FOR REQUESTING PUBLIC RECORDS** which can be found on the Bureau's website and provide the following information:

- 1) The first and last name of the person making the records request; this person must also sign the records request.
- 2) Although not required, the requester may also include the organization or business if the records request is being made on behalf of an organization or business.
- 3) If a requester wants a physical copy of requested records, then they must provide a valid physical address for the mailing address.
- 4) If a requester wants to receive an electronic copy of requested records, then they must provide a valid email address.
- 5) If a requester fails to provide either a mailing address or an email address, then their request **WILL BE DENIED** for failure to submit a completed records request form.
- 6) A description of requested records must be detailed enough so that the type or content of each record being requested can be identified. When requesting non-privileged records from a person's parole or probation file, a requester must provide the full name of that person **AND** additional identifying information such as the person's date of birth, AIS number, etc. Failure to provide a detailed description will result in delays including delays needed to seek clarification or additional information from the requester.
- 7) A description of what the records will be used for should be concise and should identify whether the records will be for personal use, litigation, news articles, etc.
- 8) Once a records request form is completed, the requester must sign and date the form, and the completed form must be submitted to the Alabama Bureau of Pardons and Paroles.

ALABAMA BUREAU OF PARDONS AND PAROLES
PROCEDURES FOR REQUESTING PUBLIC RECORDS

Alabama law makes public writings available for viewing by its citizens, subject to exceptions for privileged or confidential information specified by law. The following procedures have been established to provide an orderly method for requesting and viewing disclosable records maintained by the Alabama Bureau of Pardons and Paroles.

- 1) All requests for records **MUST** be made using the designated Request to View Public Records form (**ABPP-Records Request Form**) available on the Bureau's website. Requests made without a completed form will be **DENIED**.
- 2) A completed Request to View Public Records form must be submitted the following mailing address or email address:

Alabama Bureau of Pardons and Paroles
ATTN: Communications Office
301 South Ripley Street, Bldg. D
Montgomery, AL 36104

communications@paroles.alabama.gov.

The default method of responding to records request is by email, but responses will be made by U.S. mail if no email is provided or if the requestor asks for physical copies of public records and provides a valid mailing address. The Bureau's deadline to acknowledge receipt of a records request begins running on the first business day after receipt of the request.

- 3) A records request will be reviewed to determine if it qualifies as a Standard Request or a Time-Intensive Request. A Standard Request is a records request that will take less than 8-hours of staff time to process; a Time-Intensive Request is a records request that will take more than 8-hours of staff time to process. The records request will also be reviewed to determine the fees incurred by the records request and to estimate the total amount of fees.
- 4) Record requests are subject to the following fees:
 - a. A processing fee of \$20.00 for each hour (a minimum of 1 hour will be charged per request).
 - b. If a records request for physical copies, \$0.50 for each page; however, a records request for electronic copies is exempt from this fee.
 - c. \$20.00 for a letter certifying requested public records.
 - d. Other miscellaneous fees may also apply and vary in cost.
- 5) If the estimated total cost of the records request is \$20.00 or less, no fee will be required. **However, if the estimated total cost of the records request exceeds \$20.00, then the requestor MUST pay an initial minimum fee before the Bureau will continue processing the request. The initial minimum fee is \$20.00 for a Standard Request and half the estimated cost of a Time-Intensive Request.**
- 6) Within 10-business days of receiving a completed records request form, the Bureau will send the requestor an Acknowledgment of Request letter identifying whether the records request initially qualifies as a Standard Request or Time-Intensive Request, whether an initial minimum fee is applicable, when an invoice for the final fees will

ALABAMA BUREAU OF PARDONS AND PAROLES
PROCEDURES FOR REQUESTING PUBLIC RECORDS

be sent, and how to pay any applicable fees. If an initial minimum fee is required, an Initial Invoice will be attached to the letter. If within 15-business days after receiving the records request it is determined that the records request qualifies as a Time-Intensive Request, the requestor will receive an Amended Acknowledgment of Request letter informing the requestor of the new determination.

- 7) After a records request is processed, the total amount of fees will be calculated. If no Initial Invoice was sent but the final total amount is greater than \$20.00, the requestor will receive a Final Invoice for the total amount owed. If an Initial Invoice was sent but the initial minimum fee does not cover the final total fee amount, the requestor will receive a Final Invoice for the total amount owed.

The requestor MUST pay the Final Invoice if there are unpaid fees. The Bureau WILL WITHHOLD any public records until the requestor pays the remaining fees.

- 8) The response times for requests are as follows:

Standard Requests: Within 15 business days of the acknowledgement letter being sent.

Time-Intensive Requests: Within 45 business days of the acknowledgement letter being sent.

****If an initial minimum fee is required, the response time does not begin until receipt of this fee.***

- 9) If any delays occur while a records request is being processed, the requestor will receive a Notice of Records Request Delay informing them of the delay and the new deadline for the Bureau's response. The Bureau may increase its deadline to respond by 15-business day increments for a delayed Standard Request and by 45-business day increments for a delayed Time-Intensive Request.

NOTICE TO ALL REQUESTERS – Parole and probations files are statutorily privileged and are not subject to disclosure under Alabama law. However, Board Action Sheets, which list the reasons for the grant or denial of parole, may be disclosed.

NOTICE TO SERIAL REQUESTERS – The Bureau waives fees that total less than \$20.00. However, a requestor may not escape processing fees by dividing a large records request into multiple smaller requests. The Bureau will not waive fees of less than \$20.00 if a requester submits a records request within 30-days of their last request.

NOTICE TO NON-RESIDENT REQUESTERS – Generally, the Bureau does not accept public record requests from non-residents, but at its discretion, the Bureau may process the request if it falls under one of the following exceptions:

- 1) The requester is a government agency asking for non-privileged records.
- 2) The requester is asking for non-privileged records related to their own supervision.
- 3) At its discretion, the Bureau authorizes the processing of the records request.

ALABAMA BUREAU OF PARDONS AND PAROLES
PROCEDURES FOR REQUESTING PUBLIC RECORDS

NOTICE TO NEWS MEDIA – News Media representatives on a deadline should contact the Bureau's Communication Office at (334) 242-0507 for assistance. Accommodation of a deadline scheduled will be attempted to the extent that the Bureau's current workload permits.

ALABAMA BUREAU OF PARDONS AND PAROLES MANAGEMENT LOG

Name of Requester:	
Name of Affiliated Organization (optional):	
Category of Records Requested:	
Type of Record Request:	
Summary of Requested Records:	[Can be expanded]

COMMUNICATIONS LOG

[illegible]

ALABAMA BUREAU OF PARDONS AND PAROLES STATUTORY LOG

Name of Requester: Name of Affiliated Organization (optional): Date When Public Records Request Was Received: Date When Acknowledgement Letter Was Sent:	
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CONFIDENTIAL



KAY IVEY
GOVERNOR

ALABAMA BUREAU OF PARDONS & PAROLES

301 SOUTH RIPLEY STREET MONTGOMERY, AL 36104
PAROLES.ALABAMA.GOV | 334.242.8700



CAM WARD
DIRECTOR

ALABAMA BUREAU OF PARDONS AND PAROLES'S INTERNAL PUBLIC RECORD REQUEST POLICY

This internal policy documents the procedures used by the Alabama Bureau of Pardons and Paroles to process public record requests. This document sets forth the duties for employees handling public record requests and provides instructions on how the Bureau receives and reviews these requests, determines the type of records requested and whether the requested records are privileged, collects non-privileged records, prepares responses, calculates applicable fees, documents requests, and completes these requests. Employees handling public record requests must refer to this policy and follow the procedures set forth when processing requests.

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**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

Summary of the Process for Handling Public Record Requests

The Alabama Legislature recently amended Alabama's public record statutes and mandated that Alabama's state agencies establish standardized procedures for public record requests. *See* ALA. CODE §§ 36-12-40 to -46. Along with revising existing statutes, the legislation enacts statutory provisions providing definitions, requiring agencies to acknowledge requests and to respond within specified time periods depending on the type of request, and mandating how to respond. *Id.* The legislation retains confidential or preexisting statutory privileges, permits state agencies to develop written procedures for processing requests so long as the procedures comply with the statutorily imposed standard, and authorizes state agencies to collect fees for processing requests and designate a public officer to handle requests. *Id.*

The procedures set forth below bring the Alabama Bureau of Pardons and Paroles into compliance with the recently enacted statute. Specifically, the Bureau must (1) document the public record request, (2) determine the type of the request, the records requested, whether the request was properly submitted, and if fees are likely, (3) acknowledge the request within 10-business days after receiving the request, (4) collect and process non-privileged records, (5) inform the requester of any required fees and collect said fees, and (6) send a final response within the statutory time period based on the type of request made. The Bureau's Communication Office handles the above procedures, and the Bureau's Legal Department provides supervision and approves the communications sent to the requester.

The Designated Public Officer for Public Record Requests

The Bureau's Communications Director is the designated Public Records Coordinator who receives, processes, and responds to requests. The Coordinator must ensure that the Bureau's internal policy is followed when processing requests and that the Bureau's written procedure is available to the public. Additionally, the Coordinator may designate an employee within the Bureau's Communication Office to handle the processing of requests, but the Coordinator must ensure that the designated employee follows the procedures set forth in the Bureau's internal policy.

If the Coordinator determines that changes to the Bureau's written procedures or the records request form are needed, the Coordinator must request that the Bureau's Legal Department review and draft the proposed changes. The Legal Department will provide the Coordinator with a copy of the proposed changes. The proposed changes to the written procedures or the records request form will become effective when the Coordinator accepts proposed changes and publishes the revised written procedures or the records request form on the Bureau's website.

For template letters, the Coordinator may make revisions as needed with the cooperation of the Bureau's Legal Department.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

Supervision by the Legal Department

Because the Bureau must comply with statutory standards, an attorney from the Bureau's Legal Department will be authorized to supervise the Bureau's public record request process. However, the Legal Department's supervision is limited to the following:

1. Reviewing and approving communications sent to the person requesting public records.
2. Ensuring that only non-privileged records are disclosed and making the final decision on what records are non-privileged.
3. Making the final decision on whether fees are required.
4. Answering questions about a public record request.
5. Formulating and revising the Bureau's public record request process and policies.
6. Updating and revising the Bureau's internal policies and template forms upon request.
7. Drafting proposed changes to the Bureau's written procedures and the records request form upon request.

While the Legal Department has a limited supervisory role over the processing of public record requests, the supervising attorney must ensure compliance with Alabama's open record statutes and the Bureau's public record request process and policies.

The Statutory Privilege Protecting the Alabama Bureau of Pardons and Paroles's Records

Regardless of the records being requested, the Bureau must always ensure that it upholds the statutory privilege governing the parole and probation files. Specifically, the statutory privilege prohibits the disclosure of records related to pardon, parole, probation, remission of a fine or forfeiture, or restoration of civil and political rights. *See* ALA. CODE § 15-22-36(b); *see also* ALA. CODE § 15-22-53(b). This statutory privilege is considered absolute, and the Bureau has a legal duty to uphold it. *See Ex parte Alabama Bd. of Pardons & Paroles*, 814 So. 2d 870, 873 (Ala. 2001) ("Section 15-22-36(b), Ala. Code 1975, clearly and unambiguously establishes an absolute privilege that the Board is legally bound to obey[.]"). Failure to uphold the statutory privilege can result in a violation of Alabama law and constitute a felony. *See* ALA. CODE § 15-22-39.

However, the Alabama Legislature created some exceptions to this privilege. The Board's reasons for favoring a pardon, parole, remission of a fine or forfeiture, or restoration of civil and political rights constitutes a public record. *See* ALA. CODE § 15-22-36(b). Additionally, the Board's reasons granting and denying parole must be provided upon request. *See* ALA. CODE § 15-22-28(c). Likewise, probation records must be provided if the Court which sentenced a person to probation orders the disclosure of said records. *See* ALA. CODE § 15-22-53(b). Finally, the Board's orders, statistical data, hearing minutes, and other records that are not part of a parole, pardon, remission, or probation files do not fall under statutory privileges.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

Records Commonly Requested

Generally, public record requests to the Bureau fall under one of the following types of records:

1. **Parole Records**. This type of record includes all documents related to the Board's consideration of a person for parole, the Bureau's supervision of a parolee, and the Board's parole decisions. All of these documents are part of a parole file, and as such, the majority of these documents fall under the statutory privilege. However, the records excluded from the statutory privilege include the Board Action Sheet, the Board Action Subsequent to Parole Court Hearing, the Parole Certificate, and similar documents that are Board orders. If a requester asks for parole records, then the Bureau should provide relevant and non-privileged records and should inform the requester that the statutory privilege prohibits disclosure of any other parole record.

The Board's Hearing Minutes are public records and are usually provided on the Bureau's website. If the minutes are available on the website, the Bureau can direct the requester to the webpage rather than provide copies of the already available document.

Additionally, if the requester is asking for court, incarceration, or criminal records in a parole file, the Bureau can direct the requester to the court that issues and keeps the requested court documents, the Alabama Department of Correction which issues and maintains incarceration documents, and the Alabama State Law Enforcement Agency which maintains criminal documents. *See* ALA. CODE § 36-12-43(b)(5)(e).

2. **Probation Records**. This type of record includes all documents related to the Bureau's supervision of a person placed on probation. All of these documents are part of a probation file, and the Bureau cannot disclose this information without an order from the Court which ordered probation. A request for probation records without a proper Court order allowing for the release of said records must be denied. The Bureau should inform the requester of the statutory privilege and that an order from the Court which ordered probation must be provided before the Bureau can disclose these records.
3. **Statistical Records**. This type of record includes the Bureau's documentation and collection of statistical data on the Board's decisions and the Bureau's administration of supervised release. Generally, aggregate statistical data is provided in the Bureau's Annual Report or Monthly Statistical Reports. If one of these reports provides the requested information and is available on the Bureau's website, then the Bureau can direct the requester to the relevant webpage. But if neither report provides the requested information or the report is not available on the website, the Bureau will retrieve and provide a copy of the requested data if no identifying information is included and the required fees are paid.
4. **Other Records**. Examples include documents about pardon applications and remission of a fine or forfeiture applications. Most of these records are also protected by the statutory privilege, and as such, only the Board's decision to grant or deny them constitute public records.
5. **Administrative or Policy Records**. This type of record includes documents related to the Bureau's internal policies and procedures, blank Parole Conditions, administrative regulations, and documents related to administrative decision-making. While most of

ALABAMA BUREAU OF PARDONS AND PAROLES'S INTERNAL PUBLIC RECORD REQUEST POLICY

these documents are public records, whether the requested records are exempt from disclosure due to statutory privilege, public interest, or public safety reasons must be decided on a case-by-case basis in consultation with the Bureau's Legal Department.

Types of Public Record Requests

Alabama's public records statutes define two types of public record requests.

1. **Standard Request**. A public record request that the Coordinator determines would take **less than eight hours** to process. The Bureau must provide a response within 15 business days after acknowledging its receipt of the request. Most requests received by the Bureau, including requests for Board Action Sheets or Parole Certificates, are likely to fall under the definition.
2. **Time-Intensive Request**. A public record request that the Coordinator determines would take **more than eight hours** to process. This type of request is for a large quantity of paper documents or for records in a database that will require time to identify, locate, and collect. The Bureau must provide a response within 45 business days after acknowledging its receipt of the request. Requests for statistical records or for copies of parole decisions over a substantial period are more likely to fall under this definition.

The Bureau requires all public record requests to be made using its Request to View Public Records form (ABPP-Records Request Form). A requester must provide information essential to processing their request and submit the form by mail or email to the Bureau's Communication Office. Any request made not using this form or leaving the form incomplete will not be processed.

After receipt of a request, an initial review of the request will be conducted to determine whether the request is a standard request or a time-intensive request. The Bureau's Legal Department reviews and approves this determination. If it is later determined that a request initially designated as a standard request will take longer than eight hours, the original determination can be amended with the approval of the Legal Department.

The Bureau requires that requesters asking for multiple public records submit a single request rather than multiple requests. This prevents a requester from avoiding fees by dividing a large request into smaller requests. As such, requesters who submit a request within a 30-day of their last request are labeled as **serial requesters**, and the Bureau imposes an initial minimum fee on their subsequent requests. The fee will not be waived, and each subsequent request restarts the 30-day period.

How to Calculate Fees for Public Record Requests

For all public record requests, the Bureau charges the following fees:

1. A processing fee of \$20.00 for every hour required to process the request; a minimum of one-hour is charged for each request.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

2. If a physical copy of the record is requested, \$0.50 fee for each page; a request for an electronic copy is exempt from this fee.
3. A \$20.00 fee for a letter certifying the requested records.
4. A variable miscellaneous fee as determined by the Coordinator's and with approval of the Bureau's Legal Department.

When a public record request is received, the Coordinator will review the request, determine the applicable fees, and estimate total cost of the request. Most requests to the Bureau will not require substantial time or resources, and as such, the Bureau only charges for public record requests in two circumstances. **First**, the Bureau requires payment if the estimated total of the applicable fees exceeds a minimum threshold amount of \$20.00. **Second**, the Bureau requires payment of an initial minimum fee from a serial requester.

If charges apply to a public record request, the Bureau requires payment of an initial minimum fee before a request will be processed. The amount of the initial minimum fee is determined by whether the public record request is a standard request or a "time-intensive request. For a standard request, the initial minimum fee is **\$20.00**; for a time-intensive request, the fee is **half the estimated cost needed to process the request completely**.

However, any fees that remain unpaid after payment for the initial minimum fee must be paid before a requester can receive the requested documents. Additionally, the Bureau uses two invoices: an Initial Invoice for the initial minimum fee and a Final Invoice for any remaining fees not covered by payment of the initial fee. The Bureau's Legal Department will review and approve the applicable fees or the estimated total provided in the invoices.

Payment can be made with a money order, certified check, or business check, but the Bureau will not accept a personal check. Payment must be sent to the Bureau's Accounting Department who will make a copy of the payment and a copy of the completed invoices. If an invoice remains pending for more than 30-days, the request will be considered closed, and the Coordinator will inform the Accounting Department, the Bureau's Legal Department, and the requester.

Who Can Make Public Record Requests

Generally, the Bureau processes public record requests from Alabama residents and refuses requests from non-residents. However, the Bureau may exercise its discretion and process the requests from a non-resident if the request falls under one of three exceptions.

1. The non-resident requester is a government agency asking for non-privileged records.
2. The non-resident requester asks for non-privileged records related to their supervision by the Bureau.
3. For all other non-resident requesters, the Bureau's Legal Department, after reviewing the request, allows the request from the non-resident to be processed.

ALABAMA BUREAU OF PARDONS AND PAROLES'S INTERNAL PUBLIC RECORD REQUEST POLICY

The above exceptions balance a policy of providing non-privileged documents and cooperating with other government entities against possible disruptions to the Bureau's normal business that large or complex requests from non-residents could have. Importantly, these exceptions limit the available records to non-privileged documents only, and for non-resident requesters previously supervised by the Bureau, the documents are limited to records related to their supervision. Finally, the third exception grants flexibility to consider on a case-by-case basis unusual requests from non-residents.

Using Template Letters

When responding to a requester, the Bureau uses template letters. These letters cover most types of communications between the Bureau and a requester. Specifically, the Bureau typically uses the following five letters:

1. ABPP's Acknowledgement Form.
2. ABPP's Amended Acknowledgement Form.
3. ABPP's Invoice Form.
4. ABPP's Notice of Delay Form.
5. ABPP's Response Letter to PRR Forms (there are several versions available depending on the type and nature of the request).

Each template letter provides standard information about a public records request, the requested records, required fees, possible delays, or the Bureau's response. Additionally, these templates allow for customization to address the needs of the requester or to provide specific responses that may not be standard. If revisions to a template letter are needed to address a request, then the Coordinator can revise the letter upon approval by the Bureau's Legal Department.

How to Processes Public Record Requests

The procedures for processing a public record request involves three stages: (1) reviewing of the request, (2) processing the request, and (3) completing the response.

Stage 1

The Coordinator receives a public record request and determines if the request needs further processing or if a response can be immediately provided.

Receiving the public record request

Processing a public record request begins when the Bureau receives some form of communication requesting public records. Because requests can be made by email or by mail, the Coordinator must consistently check the Bureau's mailroom and the inbox used to receive electronic requests. However, *requests that are not properly addressed to the Bureau's Communications Office or*

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

that are not sent to the designated email address are not considered received. Once the request has been properly received, the deadline for the Bureau to acknowledge its receipt of the request begins on the first business day after receipt of the request.

Reviewing the request

Once a public record request is received, the Coordinator will conduct an initial review of the request. This initial review focuses on whether the submitted Request to View Public Records form is complete and if the requester is a resident or non-resident. If the request does not have a complete form or if the requester is a non-resident who does not fall within an exception for non-resident requesters, then the Coordinator does not need to continue processing the request and can prepare a response denying the request.

When the request form is completed and the requester is an Alabama resident or a non-resident falling under an exception, the Coordinator must conduct an additional review the request. The additional review focuses on determining:

1. The type of records requested.
2. The estimated time needed to complete the response.
3. Whether the request constitutes a standard request or time-intensive request.
4. The types of fees likely to be incurred.
5. Whether the total amount of the likely fees will exceed the minimum threshold amount.
6. Whether the requester is a serial requester.

The Coordinator contacts other departments within the Bureau to locate requested records and estimate the time needed to process a request. After the additional review is completed, the Coordinator prepares an Acknowledgement Letter. If the estimated total cost of the request will exceed the minimum threshold amount or the requester is a serial requester, then the Coordinator also prepares an Initial Invoice requesting payment of an initial minimum fee.

The Bureau must acknowledge a request within 10-business days after receiving the request. Although the deadline is short, most requests will not require the full 10-business days to determine the type of request, an estimate of how much time is needed to process a request, and any applicable fees.

If the request does not clearly indicate what records are being requested or if more information is needed to process a request, the Coordinator should notify the requester that additional information or clarification is needed to complete their request. The Coordinator's request for clarification or additional information will toll any deadline to send acknowledgement, and the Coordinator's receipt of clarification or additional information will restart the deadline. If needed, the Coordinator can request assistance from the Bureau's Legal Department if further clarification or additional information from the requester is needed.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

Acknowledging the request

If the public record request form was incomplete or the requester is a non-resident who does not fall under an exception, the Bureau will acknowledge receiving the public record request by sending a response denying the request. The Coordinator must prepare a response letter which will inform the requester that their request has been denied and will provide the reason for the denial (i.e., an incomplete request form or the requester being a non-resident).

For all other requests, the Bureau will acknowledge receiving the request by sending an Acknowledgement Letter. The Coordinator will prepare an Acknowledgement Letter informing the requester:

1. Whether their request constitutes a standard request or time-intensive request.
2. When the Bureau will try to respond to the request.
3. The applicable fees and estimated total.
4. Whether an initial minimum fee is required to continue processing the request.

If an initial minimum fee is required, the Coordinator will also prepare an Initial Invoice.

Before a denial letter or an Acknowledgement Letter (with an Initial Invoice if needed), are sent, the Coordinator will provide a copy of the request and a copy of the letter being sent to the Bureau's Legal Department for review and approval. If the Legal Department approves the letter, the Coordinator will send the letter to the requester, and if the letter is a denial letter, the Coordinator will close the request. But if the Legal Department modifies the letter, the Coordinator will make changes to the letter as required by the Legal Department before sending the letter to the requester.

If an Initial Invoice is approved, the Coordinator will send the invoice to the requester and a copy of the invoice will be given to the Bureau's Accounting Department with instructions to complete the invoice and notify the Coordinator when payment is received.

Once an Acknowledgement Letter is sent, the Coordinator will send the requester a response letter within the statutorily imposed deadline for a standard or time-sensitive request. However, if the requester must pay an initial minimum fee, the deadline to respond to a public records request is stayed until the fee is paid.

Creating a Management Log and a Statutory Log

Upon receipt of a public record request, the Coordinator will create a Management Log for the request. The Management Log records details about the request including

1. The requester's name.
2. The date that the request was received by the Bureau.
3. The type of records requested,
4. The public record request type – standard or time-sensitive.
5. Any affiliated organization if provided.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
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6. A list of communications between the Bureau and the requester and the date of the communications.

All requests will be recorded in a Management Log, and a copy of the request, any subsequent clarifications to the request, and letters sent to the requester must be attached to the log. The Management Log for each request will be updated until the request is completed.

If the request is a Time-Intensive Request, the Coordinator will also record the request in a Statutory Log. Unlike the Management Log, the Statutory Log only records

1. The name of the requester.
2. The date of the request.
3. The dates of acknowledgement and, if applicable, amended acknowledgement.

No copies of the request or clarification need to be attached to the Statutory Log, and the log does not need to be updated after the date of acknowledgement or amended acknowledgement is recorded. Further, the Statutory Log is considered privileged, but the log is discoverable under the normal court procedural rules.

Whenever a request is completed, a copy of the Management Log and, if applicable, Statutory Log must be provided to the Bureau's Legal Department who will store the copy electronically. A template of the Management and the Statutory Logs are attached to this policy.

Stage 2

The Coordinator will process public record requests by collecting the requested records, preparing the requested records as needed, calculating the final total for applicable fees, and providing notices of delays or informing the requester of a change in the type of request made.

Collecting the requested records

If an Initial Invoice was sent, the Coordinator will wait until the payment is received before continuing to process the public record request. Payment must be sent to the Bureau's Accounting Department, and the Coordinator will regularly check with the Accounting Department to see if payment has been made. When payment is made, the Coordinator will get a copy of the payment and the Initial Invoice as completed by the Accounting Department, and the Coordinator will attach them to the Management Log.

Once an Acknowledgement Letter has been sent and any applicable initial invoice has been paid, the Coordinator will locate and gather requested records that are non-privileged. The Coordinator may contact Bureau Departments that have custody over relevant records and request their help in locating and gathering the records. Additionally, the Coordinator may require other departments to verify that the information in the requested records is complete and true. If the Coordinator has questions about the requested records or the information in the records, the Coordinator can ask the Bureau's Legal Department for clarification and direction.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

However, if the request is for records that are privileged or that the Bureau does not keep, the Coordinator only needs to prepare a response letter for review and approval by the Bureau's Legal Department.

Preparing the requested records

After the requested records are collected, the Coordinator will prepare the records including:

1. Converting physical copies of records into digital copies if the Bureau's response will be by email.
2. Converting digital copies of records into physical copies if the requester asks for physical copies.
3. Determining if parts of the requested record are privileged.
4. Redacting personal identifying information or privileged sections of the requested records as needed.
5. Identifying requested records that are not in the Bureau's possession.
6. Preparing a certification letter if the request asks for records to be certified.

The Coordinator should try to provide the relevant records in the format requested if available.

Calculating the total applicable fees

When the requested records are prepared, the Coordinator will conduct a final review to determine the total applicable fees including a final determination of the hours needed to process the public record request. If the final total costs do not exceed the minimum threshold and no Initial Invoice was sent, the Coordinator does not need to prepare a Final Invoice. However, the Coordinator will prepare a Final Invoice:

1. If an Initial Invoice was sent and the initial payment covers the final total costs; the Final Invoice must inform the requester that no additional payment is required.
2. If no Initial Invoice was sent but the final total costs exceed \$20.00; the Final Invoice must inform the requester that final payment is required.
3. If an Initial Invoice was sent but the initial payment does not cover the final total costs; the Final Invoice must inform the requester that final payment is required.

Additionally, when final payment is required, the deadline for the Bureau to send a final response to a request is stayed until the fee is paid.

If the Coordinator prepares a Final Invoice, a copy of the invoice must be provided to the Bureau's Legal Department for review and approval. If the Legal Department approves the invoice, the Coordinator will send the invoice to the requester and a copy of the invoice must be given to the Bureau's Accounting Department with instructions to complete the invoice and notify the Coordinator when payment is received.

When a Final Invoice is sent to the requester, the Coordinator will update the Management Log so that it records the invoice being sent, and a copy of the letter must be attached to the log.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

Providing Notices of Delays or an Amended Acknowledgement Letter

Although most public record requests should not require more time for a final response than allowed by statute, the Coordinator can extend the deadline to respond if additional time is needed. If the Coordinator determines that extra time is needed, the Coordinator will prepare a Notice of Records Request Delay informing the requester of the delay and the additional amount of time needed. For standard requests, the deadline can only be extended by 15-business days, and for time-intensive requests, the deadline can only be extended by 45-business days. Before sending the letter, the Coordinator will provide a copy of the letter to the Bureau's Legal Department for review and approval.

Likewise, if, within 15-business days after sending the acknowledgement letter, the Coordinator determines that a standard request will take longer than eight hours, the Coordinator may prepare an Amended Acknowledgement Letter informing the requester that their request now constitutes a time-intensive request. Before sending the letter, the Coordinator will provide a copy of the letter to the Bureau's Legal Department for review and approval.

When a notice of delay letter or an amended acknowledgement letter is sent to the requester, the Coordinator will update the Management Log to reflect changes in the request, and a copy of the letter must be attached to the log.

Stage 3

The Coordinator will ensure the collection of any final fees, prepare and send a final response letter, and close the request.

Collecting applicable fees

If payment for any amount of the final total costs is remaining, the Coordinator will wait until the payment is received before continuing to process the public record request. Payment for the final fee must be sent to the Bureau's Accounting Department, and the Coordinator will regularly check with the Accounting Department to see if payment has been made. When final payment is made, the Coordinator will get a copy of the payment and the Final Invoice as completed by the Accounting Department, and the Coordinator will attach them to the Management Log.

Preparing a final response letter

Once the Final Invoice is paid or if no final payment is required, the Coordinator will prepare a final response letter. The letter will inform the requester that their request has been granted, denied, or granted in part and denied in part, and the letter will provide the reason for the Bureau's decision. If the request has been granted or granted in part, the Coordinator will attach the requested records to the letter.

When preparing the response letter, the Coordinator should use one of the template letters attached to this policy. The Coordinator may use the customizable template letter if a standard template letter does not address a request. Before sending the response letter, the Coordinator will provide the Bureau's Legal Department a copy of the letter for review and approval. Upon approval, the Coordinator will send the letter to the requester along with attached documents.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
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When the response letter is sent to the requester, the Coordinator will update the Management Log so that it records the letter being sent, and the Coordinator will attach a copy of the letter to the log.

Closing the request.

After the final response letter has been sent to the requester, the Coordinator will update the Management Log and verify that it has recorded the communications between the requester and the Bureau and that the letters and any invoices sent to the requester are attached. Once the Coordinator verifies the information in the log, the Coordinator will close the request and give the Management Log and, if applicable, the Statutory Log to the Bureau's Legal Department, and the Legal Department will electronically store the log.

**ALABAMA BUREAU OF PARDONS AND PAROLES'S
INTERNAL PUBLIC RECORD REQUEST POLICY**

ATTACHMENTS

Along with the above internal policy, this document includes the following attachments that the Bureau can refer to and use when processing public records requests:

1. The Request to View Public Records Form (ABPP-Records Request Form).
2. The Instructions for Requesting Public Records.
3. The Written Procedures for Requesting Public Records.
4. Template Management Log.
5. Template Statutory Log.
6. Template Acknowledgement Letter.
7. Template Amended Acknowledgement Letter.
8. Template Invoice Letter.
9. Template Notice of Delay Letter.
10. Template Bureau Response – Denying request due to no public records form or incomplete public records request form.
11. Template Bureau Response – Denying a request due to requester being a non-resident.
12. Template Bureau Response – Denying a request due to the Bureau not keeping the requested records.
13. Template Bureau Response – Denying a request due to records falling under the statutory privilege for parole files.
14. Template Bureau Response – Denying a request due to records falling under the statutory privilege for probation files.
15. Template Bureau Response – Granting a request due to records being a Board Action Sheet.
16. Template Bureau Response – Granting a request due to records being a Board Order revoking parole.
17. Template Bureau Response – Granting a request due to the records being non-privileged statistical data.
18. Template Bureau Response – Customizable letting for granting, denying, or granting in part and denying in part a request.



KAY IVEY
GOVERNOR

ALABAMA BUREAU OF PARDONS & PAROLES

301 SOUTH RIPLEY STREET MONTGOMERY, AL 36104
PAROLES.ALABAMA.GOV | 334.242.8700



CAM WARD
DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Acknowledgement of Public Records Request

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your Request to View Public Records on [date request was received]. After an initial review, the Bureau has determined that your records request qualifies as a [standard request/time-intensive request]. The Bureau will respond to your request within [15 or 45]-business days after sending this acknowledgement letter or payment of an initial fee, if applicable.

The Bureau currently estimates that your request will incur the following fees:

- | | |
|---|-------------|
| <input type="checkbox"/> [] Hour[s] for Processing (\$20.00 per hour): | \$ _____. |
| <input type="checkbox"/> Physical Copies of [] Pages (\$0.50 per page): | \$ _____. |
| <input type="checkbox"/> A Letter Certifying Requested Records (\$20.00 per certification): | \$ _____. |
| <input type="checkbox"/> Miscellaneous Fees for _____ | : \$ _____. |
| Estimated Total: \$ _____. | |

The estimated total cost for processing your request:

- ☐ is not greater than \$20.00; no initial fee is required at this time.
- ☐ is not greater than \$20.00; however, you have made the instant request within 30-days of your last public records request. As such, **an initial minimum fee is required** for the Bureau to continue processing your request; an initial invoice with instructions on how to pay this fee is attached to this letter.
- ☐ is greater than \$20.00; **an initial minimum fee is required** for the Bureau to continue processing your request; an initial invoice with instructions on how to pay this fee is attached to this letter.

[Last Name of Requester]

[Date]

While the Bureau is providing its current estimation of the costs, **this estimation is not final and is subject to change** depending on how the requested records are to be provided and how long the Bureau needs to process your request. Once the Bureau completes your request, a final review of the costs will be made. If the final cost exceeds \$20.00, a final invoice will be sent to you, and you must pay the final costs, minus the initial minimum fee if paid. **A failure to pay the final invoice will result in the Bureau withholding the requested records.**

If you wish to withdraw your public records request, you must do so by informing the Bureau's Communication Office by email or mail. *However, any fees paid prior to the withdrawal of the request will not be refunded.*

If you have any questions, you may contact me at [email address].

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



KAY IVEY
GOVERNOR

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CAM WARD
DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Amended Acknowledgement of Public Records Request

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your Request to View Public Records on [date request was received]. After further review, the Bureau has now determined that your records request qualifies as a **time-intensive request**. Because your records request now qualifies as a time-intensive request, the Bureau will try to respond to your records request within **45-business days** after payment of an initial fee.

If you have any questions, you may contact me at [email address].

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]

**ALABAMA BUREAU OF PARDONS AND PAROLES [INITIAL/FINAL] INVOICE
FOR REQUEST TO VIEW PUBLIC RECORDS**

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

OVERVIEW OF REQUEST TO VIEW PUBLIC RECORDS FEES

The following fees apply to the instant Request to View Public Records:

<input type="checkbox"/> Initial Minimum Fee (\$20.00 for a standard request; 50% of the estimated costs for a time-intensive requests):	\$ _____.
Total:	\$ _____.
<hr/>	
<input type="checkbox"/> _____ Hour[s] for Processing (\$20.00 per hour):	\$ _____.
<input type="checkbox"/> Physical Copies of _____ Page[s] (\$0.50 per page):	\$ _____.
<input type="checkbox"/> A Letter Certifying Requested Records (\$20.00 per certification):	\$ _____.
<input type="checkbox"/> Miscellaneous Fees for _____:	\$ _____.
<input type="checkbox"/> Initial Minimum Fee Paid:	- \$ _____.
Total:	\$ _____.

NOTICE: *The Bureau will not process a public records request until it receives payment for all fees.* The Bureau accepts money order, certified check, or business check; the Bureau does not accept personal checks. Any checks should be made payable to the "Alabama Bureau of Pardons and Paroles". Payment and a copy of this invoice must be mailed to the following address:

Alabama Bureau of Pardons and Paroles
ATTN: Accounting Department, Public Records Request Payment
301 South Ripley Street, Bldg. D
Montgomery, AL 36104

ALABAMA BUREAU OF PARDONS AND PAROLES USE ONLY

On the ____ day of _____, 20____, the Alabama Bureau of Pardons and Paroles' Accounting Department received \$ _____ in payment for the above costs.

Print Name

Signature



KAY IVEY
GOVERNOR

ALABAMA BUREAU OF PARDONS & PAROLES

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PAROLES.ALABAMA.GOV | 334.242.8700



CAM WARD
DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Notice of Public Records Response Delay

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") is still processing your Request to View Public Records. However, the Bureau has determined that it will need additional time to complete your request. Accordingly, the Bureau will respond to your request within [15 or 45]-business days of this notice.

If you have any questions, you may contact me at [email address].

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



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CAM WARD
DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. However, you did not submit a completed Request to View Public Records form. The Bureau does not process requests for public records without first receiving this form.

For future requests, please visit the agency's website at: <https://paroles.alabama.gov/public-records-requests/> where the required form and instructions are available. The instructions include directions for making public records requests to the Bureau. Additionally, a copy of the referenced form is included for your convenience.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



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CAM WARD
DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records].

Upon review of your request, the Bureau has determined that Alabama's Open Record Laws, *see* ALA. CODE §§ 36-12-40 to -46, are limited to Alabama residents. *See* ALA. CODE § 36-12-43(b)(3). While Alabama's Open Record Laws allows the Bureau to disclose records to non-residents, *see* ALA. CODE 36-12-44(f), the Bureau has determined that it will only honor public requests from non-residents who fall within one of three exceptions. Because you are a non-resident and do not fall within one of the Bureau's three exceptions, your request has been denied.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



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CAM WARD
DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records]. However, based on the information provided in your request, the Bureau [determined that it does not keep any documents related to the requested records/could not locate any records related to [insert inmate name]]. Therefore, your public records request has been denied.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



KAY IVEY
GOVERNOR

ALABAMA BUREAU OF PARDONS & PAROLES

301 SOUTH RIPLEY STREET MONTGOMERY, AL 36104
PAROLES.ALABAMA.GOV | 334.242.8700



CAM WARD
DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records].

Upon review of your request, the Bureau determined that the requested records are part of an inmate's parole file. Due to the statutory privileges covering parole records, they are exempt from disclosure. *See ALA. CODE §15-22-36(b); see also Ex parte Alabama Bd. of Pardons & Paroles*, 814 So. 2d 870, 873 (Ala. 2001) ("Section 15-22-36(b), Ala. Code 1975, **clearly and unambiguously establishes an absolute privilege that the Board is legally bound to obey** and the circuit court is under a duty to uphold.") (emphasis added). Therefore, the requested records are privileged and cannot be disclosed.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



KAY IVEY
GOVERNOR

ALABAMA BUREAU OF PARDONS & PAROLES

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Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records].

Upon review of your request, the Bureau determined that the requested records are part of an inmate's probation file. Due to the statutory privileges covering probation records, they are exempt from disclosure. *See* ALA. CODE § 15-22-53(b) (For probationers, "[a]ll reports, records, and data assembled by any probation officer and referred to the court ***shall be privileged and shall not be available for public inspection*** except upon order of the court to which the same was referred.") (emphasis added). The court which ordered probation maintains custodial authority over these records. Upon request, the court which ordered probation may allow the Bureau to disclose an inmate's probation records. *Id.*

To comply with your request, the Bureau will need an order from the Sentencing Court – the [insert county] County Circuit Court which placed [insert inmate name] on probation (Case No. [insert case number]). [The needed information will be provided by Legal]. A copy of a sample court order to disclose probation records is included for your convenience. [A sample court order will be provided by Legal]. Without such an order, [insert inmate name]'s probation records remain privileged.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

Page [#] of 2

[Last Name of Requester]

[Date]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



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[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records].

Upon review of your request, the Bureau determined that the Alabama Board of Pardons and Paroles' ("Board") Board Action Sheets and its orders constitute public records subject to disclosure. The Board Action Sheets document the Board's reasons for granting and denying an inmate parole. *See* ALA. CODE §15-22-26(c); *see also* ALA. CODE §15-22-36(b).¹ [Remove footnote if not applicable]. Based on the above, the records that you requested have been attached to this letter.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]

¹ Please note that the Board's reasons for denying parole are not recorded on Board Action Sheets before January 30, 2016, because the language in Alabama Code §15-22-26(c), requiring the Board to record its reasons for denying parole, had not gone into effect. *See Tucker v. Alabama Bd. of Pardons & Paroles*, 188 So. 3d 713, 716 (Ala. Crim. App. 2015) ("There is no statutory requirement that a Board member detail his reasons for denying parole.").



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DIRECTOR

[DATE]

[NAME OF REQUESTER]

[REQUESTER'S TITLE (OPTIONAL)]

[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records].

Upon review of your request, the Bureau determined that the Alabama Board of Pardons and Paroles' ("Board") orders constitute public records subject to disclosure. The Action of the Board Subsequent to Parole Court documents the Board's decision to revoke parole, reinstate parole, or impose an intermediate sanction following a Parole Court Hearing. The Delinquency Declarations documents when the Board declares a parolee delinquent. [Remove the Action of the Board Subsequent to Parole Court sentence or the Delinquency Declaration sentence as needed]. Based on the above, the records that you requested have been attached to this letter.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



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[REQUESTER'S ADDRESS]

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VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") received your request for public records on [date request was received]. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records].

Upon review of your request, the Bureau determined that statistical data collected by the Bureau constitutes public records subject to disclosure. The Bureau's statistical data includes items related to parole decisions and parole supervision. However, the Bureau does not collect or record [list any items requested but are not collected by the Bureau] as part of its statistical data. Based on the above, the records that you requested have been attached to this letter.

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]



KAY IVEY
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DIRECTOR

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[REQUESTER'S PLACE OF EMPLOYMENT (OPTIONAL)]

[REQUESTER'S ADDRESS]

[REQUESTER'S EMAIL (IF AVAILABLE)]

VIA [ELECTRONIC/U.S.] MAIL ONLY

Response to Public Records Request

RE: [ADDITIONAL INFO; *EXAMPLE*: INMATE NAME (AIS#000000)]

Dear [Requester's Name (use Mr. or Mrs./Ms. if appropriate)]:

The Alabama Bureau of Pardons and Paroles ("Bureau") has received your [date request was received], Request to View Public Records. As we understand your request, you would like copies of the following: [provide details of the records requested by the requester; if possible, align as closely as possible to the way that the requester describes the records].

[For records that are subject to disclosure:

Upon review of your request, the Bureau has determined that [provide details of the records and/or documents that fall under the request] constitutes a public record subject to disclosure. [Cite law if needed]. [Then, provide a summary of the content in the records and/or documents]. Based on the above, the records that you requested have been attached to this letter.

]

||

[For records that are subject to privilege,

[However/Upon review of your request], the Bureau has determined that the [requested/remaining parole/pardon/probation/other] records are part of [name]'s [parole/pardon/probation/other] file. Due to the statutory privileges covering [parole/pardon/probation/other] records, they are exempt from disclosure. *See* ALA. CODE §15-22-36(b); *see also Ex parte Alabama Bd. of Pardons & Paroles*, 814 So. 2d 870, 873 (Ala. 2001) ("Section 15-22-36(b), Ala. Code 1975, **clearly and unambiguously establishes an absolute privilege that the Board is legally bound to obey** and the circuit court is under a duty to uphold.") (emphasis added); *see also* ALA. CODE § 15-22-53(b) (For probationers, "[a]ll reports, records, and data assembled by any probation officer and referred

to the court *shall be privileged and shall not be available for public inspection* except upon order of the court to which the same was referred.”) (emphasis added)]. [Add any additional information or law to explain why these records cannot be disclosed]. Consequently, the Bureau is statutorily required to deny any request for non-exempt records in an inmate’s parole file.

(Alternative – For Laypersons)

[However/Upon review of your request], the Bureau has determined that the [requested/remaining parole/pardon/probation/other] records are part of [name]’s [parole/pardon/probation/other] file. Any such requested records in our possession are statutorily privileged. *See* ALA. CODE §15-22-36(b)[; *see also* ALA. CODE § 15-22-53(b)]. [Add any additional information or directions to other state agencies if needed]. Consequently, the Bureau is statutorily required to deny any request for privileged records.

]

[If the requester did not make their request using the required form, include the following:

For future requests, please visit the agency’s website at: <https://paroles.alabama.gov/public-records-requests/> where the required form and instructions are available. The instructions include directions for making public records requests to the Bureau. Additionally, a copy of the referenced form is included for your convenience.

]

If you have any questions, you may contact me at [email address]. [Change the name if needed]

Sincerely,

[space left for signature]

[Name of Signer]

[Public Records Coordinator/Assistant Attorney General/(Deputy) General Counsel]

Alabama Bureau of Pardons and Paroles

[Change name and title as needed]

PAROLE COURT HEARING DOCKET

6/18/2025

<u>NAME</u>	<u>AIS #</u>	<u>DECISION</u>
1. Alexander, Jerry	175649	Rein.
2. Bell, Jessie	332380	Remanded
3. Bell, Thomas	278065	Rev. None
4. Berry, Christopher	160958	Rev. w/6/2030
5. Blair, Ronnie	275348	Rev. None
6. Briskey, Rodney	271571	Rein.
7. Brown, Kenneth	276226	Rev. None
8. Butler, George	340760	Rev. None
9. Doyon, Justin	206650	Rein.
10. Draughon, James	187266	Rev. None
11. Fuell, Zacharah	340163	Rev. None
12. Harden, Chazarius	279237	Rev. None
13. Jackson, Narkeith	244699	Rev. w/6/2027
14. Johnson, Chana	253885	Rein.
15. Key, Wendell	237147	Remanded
16. Liner, Sheena	256744	Rev. w/6/2026
17. McClain, Marcus	309026	Rev. None
18. McKinney, Leavert	218159	Rev. w/6/2030
19. Minor, Joseph	210104	Rein.
20. Moss, Tammy	297047	Rein.
21. Nettles, Sean	239187	Rein.
22. Peck, Laprecious	281975	Rein.
23. Pinkard, Randall	266939	Rev. None
24. Sanchez, Christopher	243575	Rev. None
25. Staton, Misty	203190	Rein.
26. Stephens, Stella	260368	Rein.
27. Stults, Misty	292197	Rev. None
28. Taylor, Hawkwuon	318286	Rein.
29. Towles, Joshua	322608	Rein.
30. Vail, Billy	237169	Remanded
31. Warring, Anur	208184	Rein.

Reinstatements:	13
Cont'd on Parole:	0
Revoked:	15
Remanded	3

Total	31
-------	----

Revoked

6 Technical Offense
8 New Offenses
1 Both Offense

Dunks

12

DRC

3

PREP Center

0

PAROLEES DECLARED DELINQUENT
06/18/2025

NAME	NUMBER	ACTION
1. Barber, Ronald	141521B	<u>DD</u>
2. Branch, Christopher	240304A	<u>DD</u>
3. Dillard, Antonio	275353C	<u>DD</u>
4. Golden, Marcus	285705B	<u>DD</u>
5. Harper, Danny	172475D	<u>DD</u>
6. Martin, Roosevelt	157593R	<u>DD</u>
7. Miller, Tamieka	338623	<u>DD</u>
8. Orona, Felix	325932	<u>DD</u>
9. Rodgers, Jamontez	340098	<u>DD</u>
10. Smith, Timothy	212317	<u>DD</u>
11. Stewart, Leroy Jr.	160822B	<u>DD</u>
12. Wolf, Demetrius	189730A	<u>DD</u>

ALABAMA BUREAU OF PARDONS AND PAROLES

Docket Hearing List

AIS	suf	Offender	Date		Status	Notifi	Class A	Cont	Recons
185384		Baldwin, Gloria J	6/18/2025	Parole	Scheduled	Yes	Yes	No	No DENIED - 6/27
324676A	A	Boyd , William D, Jr	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/26
158201D	D	Braswell, David E	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/27
156795B	B	Brown, Walter D, Jr	6/18/2025	Parole	Scheduled	Yes	No	No	No DENIED - 6/27
258203A	A	Cook, Antonio E	6/18/2025	Parole	Scheduled	Yes	No	No	No DENIED - 6/30
279250		Daughtry, Joseph W	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/27
270952A	A	Demarest, Robert M	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - EDS
269868S	S	Duncan, Kelly E	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/27
293637A	A	Ellis, Michael S	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/27
195373B	B	Hardy, Zebbie L	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - EDS
165924A	A	Hilyer, Donald	6/18/2025	Parole	Scheduled	Yes	No	No	No DENIED - 6/26
268500S	S	Hinton, Max D	6/18/2025	Parole	Scheduled	Yes	No	No	No DENIED - EDS
146440		Hollingsworth, James	6/18/2025	Parole	Scheduled	Yes	Yes	No	No DENIED - 6/30
266078A	A	Johnson, Michael J	6/18/2025	Parole	Scheduled	Yes	No	No	No DENIED - EDS
289628B	B	Mason, Tyler J	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/26
322591		Matson, Johnnie R	6/18/2025	Parole	Scheduled	Yes	No	No	No DENIED - 6/27
292912A	A	Mickles , Elliott J	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - EDS
330861A	A	Milling, Edward R	6/18/2025	Parole	Scheduled	No	No	No	No GRANTED - HUNTSM. DEC
235773A	A	Mitchell, Samuel B	6/18/2025	Parole	Scheduled	No	No	No	No GRANTED - PREP
193887A	A	Parks, John H	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/27
315833A	A	Perdue, Antoine D	6/18/2025	Parole	Removed-Pending Case(s)	No	No	No	No
317788		Raley, Hubert L	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/26
165387		Smith, Brian H	6/18/2025	Parole	Scheduled	Yes	Yes	No	No DENIED - 6/27
193796B	B	Thomas, David	6/18/2025	Parole	Scheduled	No	No	No	No DENIED - 6/26
329387S	S	Thomason, Ricky L	6/18/2025	Parole	Scheduled	Yes	No	No	No DENIED - EDS
164256B	B	Vandiver, Morgan T	6/18/2025	Parole	Scheduled	No	No	No	No GRANTED - PREP
279800		Woodward, Timothy C	6/18/2025	Parole	Scheduled	No	No	No	No GRANTED - PP


 Brian Lewis
 6/18/25



ALABAMA BUREAU OF PARDONS AND PAROLES

Docket Hearing List

AIS	suf	Offender	Date	Type	Status	Notifi	Class A	Cont	Recons
✓ 172327		Murray, Stanley L	6/18/2025	Pardon	Scheduled	Yes	No	No	No GRANTED
✓ 202319		Reaves, Anthony P	6/18/2025	Pardon	Scheduled	Yes	No	No	No DENIED
✓ 204452		Pendleton, Terrell D	6/18/2025	Pardon	Scheduled	Yes	Yes	No	No DENIED
✓ 213884		Holcombe, Gerritt J	6/18/2025	Pardon	Scheduled	No	No	No	No GRANTED
✓ 286786		Cole, Billy J	6/18/2025	Pardon	Scheduled	Yes	No	No	No DENIED
✓ 800913		Parham, Yolanda E	6/18/2025	Pardon	Scheduled	No	No	No	No GRANTED
✓ 808655		Grant, Michael O	6/18/2025	Pardon	Scheduled	No	No	No	No GRANTED
✓ 827241		Martin, Michael T	6/18/2025	Pardon	Scheduled	No	No	No	No GRANTED
✓ 827329		Briggs, Elosia, Jr	6/18/2025	Pardon	Scheduled	No	No	No	No DENIED
✓ 827370		Lammon, Callie M	6/18/2025	Pardon	Scheduled	No	No	No	No GRANTED

would be ok only

[Signature]
[Signature]
[Signature]
 6/18/25

[Signature]