

Attachment A
Policy Governing the Production of Public Records and Responding to Subpoenas and
Other Discovery

STATE OF ALABAMA, DEPARTMENT OF FINANCE
Instructions for Requesting Public Records

Alabama law makes public records available to its citizens, subject to exceptions specified by law (sections 36-12-40 and 41, Code of Alabama, 1975, as amended). These exceptions generally prevent the disclosure of privileged and confidential information. Responses to records requests are made by Finance Department employees who have other primary duties. Therefore, in the interest of efficiency and good stewardship of taxpayer funds, the following procedure has been established to provide an orderly method for requesting and viewing records that are held or maintained by the Alabama Finance Department.

The type of records being requested will determine availability, cost, and time required to gather the records. Records requests that can be completed by producing records kept in the normal course of business will be available sooner and at less cost. Note that there is no requirement for the department to create records not kept in the normal course of business.

1. Complete the Request for Public Records Form and submit it to the Finance Department Legal Division at the following address (email is preferred):

Alabama Department of Finance, Legal Division
600 Dexter Avenue, Suite E-307
Montgomery, AL 36130
Email: finance.legal@finance.alabama.gov

2. Upon receiving a completed Request for Public Records Form, the Finance Department will acknowledge receipt of the request and note any deficiencies, such as, but not limited to: a) a vague, non-specific request, b) an improperly completed form, and c) records not maintained by the Finance Department. As soon as the records are located and assessed for costs, an itemized invoice of the production cost will be provided to the requestor. A minimum of one hour of labor will be required; any additional labor cost required to fulfill the request will be rounded to the next full hour. Upon receipt of payment for the estimated production cost, the department will compile and release the documents to the requestor. Cost of production are as follows: labor, \$25 per hour; coding, \$110 per hour; black and white copies, \$.10 per page; color copies, \$.50 per page; postage at current rate; and other charges for work reasonably necessary to comply with the request.

3. Records requested may be available for viewing before copies are made depending on the method in which the records are stored. If the requested records are available for viewing, the requester should contact the department to schedule an appointment to view the records. Appointments are available between 9AM and 3PM, Monday through Friday, except for holidays. Upon viewing, documents may be identified for copying. Production costs will apply.

NOTICE TO NEWS MEDIA — News media representatives on deadline should contact the Finance Department Communications Director at (334) 223-6169 for assistance. Accommodation of a deadline schedule will be attempted to the extent that current workload will permit. Fees and costs are not waived.