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ADMINISTRATIVE REGULATION
NUMBER

OPR: RESEARCH AND PLANNING

023

REQUESTS AND RELEASE OF PUBLIC RECORDS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for requests and release of public records and any associated charges for providing the public records.

II. POLICY

It is the policy of the ADOC to promptly respond to Public Record Requests, comply with applicable federal and state laws regarding release of ADOC Public Records, and assess fees associated with the cost of providing Public Records. The ADOC shall respond to Public Records Requests with clear, open, and honest communication and shall utilize applicable law to protect the privacy of any information that is exempt from disclosure. ADOC will comply with Public Records Requests either by providing printed or electronic copies of available Public Records or by making Public Records available for personal inspection.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Actual Cost**: All reasonable costs incurred by ADOC to produce Public Records, including the labor costs, the costs of materials and supplies used to duplicate the Public Records, and other costs associated with duplicating Public Records (e.g., paper, certifications, CDs, jump drives, postage, etc.).
- B. **Certified Copy**: A copy of a document or record signed and certified as a true copy by the employee to whose custody the original is entrusted.

- C. **Labor**: The time reasonably necessary to produce the requested Public Records, including the time spent locating (including searching through both paper files and electronic databases), retrieving, reviewing, and reproducing the Public Records.
- D. **Processing Fee**: Initial non-refundable cost of \$20.00 for processing a Public Records Request that must be received before work commences on processing the request.
- E. **Public Records**: Documents, papers, letters, maps, books, tapes, photographs, computer-based or -generated information, or similar material prepared, maintained, or received in the course of the normal operation of the ADOC. This includes material prepared by, maintained by, or received from a third party in the performance of a service or function for, or on behalf of, the ADOC to the extent that such materials would be subject to disclosure if prepared, maintained, or received in the course of the normal operation of the ADOC.
- F. **Public Records Coordinator**: The lead ADOC employee responsible for coordinating ADOC responses to Public Records Requests.
- G. **Public Records Request**: A request to physically inspect or copy a Public Record.
- H. **Standard Request**: A Public Records Request that ADOC determines seeks specifically and discretely identified Public Records that would take less than an estimated eight hours of ADOC staff time to process. This includes the time needed to identify and retrieve any responsive Public Records and to redact or take other measures to withhold legally protected information. A Standard Request should require no or minimal clarification by the requester. See Section V.B.2 for ADOC response times to Standard Requests.
- I. **Time-Intensive Request**: A Public Records Request that ADOC determines would take more than an estimated eight hours of ADOC staff time to process. This includes the time needed to identify and retrieve any responsive records—including because the request is vague or overly broad—and any time needed to redact or take other measures to withhold legally protected information. See Section V.B.3 for ADOC response times to Time-Intensive Requests.

IV. **RESPONSIBILITIES**

- A. The Director/Designee of the Research and Planning Division is responsible for: