

**Attachment B: Model Content for Agency Public-Records Webpage  
(EO No. 734, ¶ 5.b)**

**Our public-records policy**

It is the policy of the executive branch of the State of Alabama to promptly provide citizens with public records upon request, subject to their payment of reasonable fees, to applicable laws protecting sensitive information, and to the interest of the general public in having the business of government carried on efficiently and without undue interference.

**Submitting a public-records request**

You may submit a public-records request by completing a public-records request form, which is available here: *[insert link to PDF form, web-based form, or copy and paste instructions based on the form as set forth below]*

*[If not using a web-based form:]* You may submit the request by emailing it to *[insert link to agency public-records coordinator email address]*.

**What to expect**

We strive to respond as promptly as possible to all public-records requests we receive consistent with the demands of our agency's functions as determined by state law.

The nature of your request will dictate how promptly we respond. If your request very clearly identifies a specific, discrete document you are looking for, we will respond more quickly than if your request requires substantial staff time to process. A request will require substantial staff time to process if it requires difficulty in identifying and retrieving documents or taking measures to redact or otherwise withhold legally protected information.

In addition, we are permitted by state law to charge reasonable fees in connection with processing public-records requests. We will notify you in advance of the fees you likely will incur as a result of your request.

**Questions?**

You may contact our agency's public-records coordinator at *[insert link to agency public-records coordinator email address]*.



## Public Records Request Form

Complete and submit this form to make a public-records request. All fields must be completed with accurate information for your request to be processed.

Payment of fees may be required before your request is fulfilled.

Requestor's contact information:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Agency you are requesting public records from: \_\_\_\_\_

Date of request: \_\_\_\_\_

I am willing to pay up to \$\_\_\_\_ in processing fees without prior notice by the agency.

Records requested (must be as specific as possible, requests that are overly broad may qualify as time-intensive requests and will take longer to respond to):

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