



CLEBURNE COUNTY, ALABAMA

PROCEDURES FOR PUBLIC RECORDS REQUESTS

It is the policy of the Cleburne County Commission (“Commission”) to comply with Alabama’s Open Records Act, as amended by Ala. Act No. 2024-278, effective October 1, 2024, (“Open Records Act”) to allow Alabama residents, as defined below, to inspect and take a copy of public records within the custody and control of the Commission, subject to the payment of reasonable fees and to appropriate protections for private, confidential, privileged, and other nonpublic information. An Alabama resident requesting to inspect and take a copy of a public record (a “Requester”) is required to comply with the procedures set forth below.

ALABAMA RESIDENT: For purposes of the Open Records Act, an Alabama resident is an individual who is permanently domiciled in Alabama with an expectation to remain in Alabama as demonstrated by reasonable proof of residency such as, but not limited to, an Alabama driver license or voter registration.

SUBMISSION OF REQUEST/PROOF OF RESIDENCY: All requests to inspect and take a copy of public records (“public records requests”) must be submitted using the Commission’s “Standard Public Records Request Form,” a copy of which is attached to these procedures. The request must be accompanied by proof of the Requester’s status as an Alabama resident. All requests and required documentation must be submitted by the Requester in person at the following location:

Cleburne County Public Safety and Administration Center
6751 Highway 78
Heflin, AL 36264

PLEASE NOTE, DUE TO CYBER SECURITY AND SAFETY CONCERNS THE COMMISSION WILL NOT RESPOND BY WAY OF ACKNOWLEDGMENT OR OTHERWISE TO ANY REQUESTS OR INQUIRIES REGARDING PUBLIC RECORDS THAT ARE SUBMITTED VIA UNSOLICITED EMAILS OR OTHER ELECTRONIC COMMUNICATIONS.

AMERICANS WITH DISABILITIES ACT COMPLIANCE: The Commission will provide effective communication as needed to ensure access to public records within its custody and control pursuant to the requirements of law and this policy.

DATE OF RECEIPT: A public records request will be deemed received when received at the location described above.

DESCRIPTION OF RECORDS REQUESTED: Requests must identify the requested public record with reasonable specificity. The County's Public Officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is the Public Officer obligated to respond to a request that seeks records that do not exist or materials that are not public records.

REMITTANCE OF ADMINISTRATIVE FEES: A Requester will be required to pay estimated reasonable administrative fees before he or she may receive any public records and, in the case of a time-intensive request, i.e., a request that is estimated to require more than eight hours of staff time to process, prior to the initiation of a search for records responsive to the request. If the total fee associated with processing a request is more than the original estimated fee, any additional amount must be remitted before the requested records will be provided.

Fees may be submitted in person or via the United States Postal Service or other common carrier (e.g., FedEx). Payment must be in cash, or via money order or certified bank funds (e.g., cashier's check).

Fees that are remitted in person or by common carrier (other than the United States Postal Service) must be delivered to the following address:

Cleburne County Public Safety and Administration Center
6751 Highway 78
Heflin, AL 36264

Fees remitted via the United States Postal Service must be addressed as follows:

Cleburne County Public Officer
Lisa Copeland, County Administrator
Cleburne County Public Safety and Administration Center
6751 Highway 78
Heflin, AL 36264

QUESTIONS: Questions regarding the procedures described herein should be directed to the Cleburne County Public Officer by calling 256-463-3838 or by forwarding your inquiry to the mailing address noted above.