



COOSA COUNTY
PUBLIC RECORDS REQUEST FORM

DATE REQUEST RECEIVED (TO BE COMPLETED BY COUNTY): _____

REQUEST NUMBER (TO BE COMPLETED BY COUNTY): _____

REQUESTER'S CONTACT INFORMATION:

Name: _____

Phone number (include area code): _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Street address (if different from mailing address): _____

City: _____ State: _____ Zip code: _____

Government entity to which Request to Inspect Public Records is directed: _____

DESCRIPTION OF RECORDS REQUESTED: *PLEASE NOTE - Be as specific as possible. 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. Additionally, extensive requests for public records may increase the fees to cover the administrative cost of identifying and copying the requested records.*

ADMINISTRATIVE FEES: Payment of estimated administrative fees will be required before your request is fulfilled 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.. You will be notified of any estimated administrative fees and the procedures for payment once your request has been evaluated by the County's Public Officer.

CERTIFICATION AND PROOF OF RESIDENCY: By signing below and submitting this request, you certify that you are an Alabama resident with standing to make a request to inspect public records pursuant to Alabama law.

For purposes of this request, a 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, but not limited to, a valid Alabama driver license or voter registration. *Proof of residency will be required in conjunction with the submission of this request.*

SUBMISSION OF REQUEST: Requests to inspect records in the custody and control of the Coosa Commission must be submitted in person during regular business hours at the following location:

Coosa County Courthouse

9709 US HWY 231

Rockford, AL 35136

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.

Signed and certified this _____ day of _____, 20____.

Signature of Requester

RESOLUTION

WHEREAS, it is the policy of the Coosa County Commission ("Commission") to comply with Alabama's Open Records Act, as amended by Ala. Act No. 2024-278, effective October 1, 2024, to allow Alabama residents 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; and

WHEREAS, the Open Records Act, as amended by Act No. 2024-278, sets forth the general framework for responding to requests by Alabama residents to inspect and take a copy of a public record ("Public Records Requests"); and

WHEREAS, the Open Records Act, as amended by Act No. 2024-278, further provides that an Alabama resident "may request access to a public record by following the written procedures for accepting such requests established by the public officer having custody of the public record"; and

WHEREAS, by Resolution adopted on September 30, 2024, the Commission designated each department supervisor to serve as the Public Officer of Coosa County to carry out the directives of the Open Records Act, as amended by Act No. 2024-278, as they pertain to public records in the custody and control of the Commission and to develop and recommend to the Commission from time-to-time the adoption of procedures for accepting Public Records Requests; and

WHEREAS, the Public Officer so designated has recommended the adoption of procedures for accepting Public Records Requests, which are set forth in full in the attachment to this Resolution and are incorporated by reference herein.

NOW, THEREFORE BE IT RESOLVED, by this Resolution that, effective October 1, 2024 the Coosa County Commission hereby adopts the procedures for accepting Public Records Requests as set forth in the attachment to this Resolution, the provisions of which are incorporated by reference herein.

Adopted this 30 day of September, 2024.



Chairman, Coosa County Commission