



## BALDWIN COUNTY COMMISSION

POLICY #2.13		
Subject	Public Records Access and Rates Schedule	
Date Adopted	September 4, 2018	
Agenda Item	TBD	
Obsolete Versions	April 21, 1992	Minutes Book 11, pg. 292
	February 17, 1974	Minutes Book 4, pg. 119
	May 4, 1993	Minutes Book 13, pg. 214
	February 19, 2008	Minutes Page 26
	January 17, 2012	Agenda Item EA1
	February 21, 2017	Agenda Item BA3

### **POLICY STATEMENT**

This policy describes the procedures regarding public records access requests, and sets the rate schedule for related fees.

The County Commission and its departments will accept written requests for information from the public. Once staff receives the Public Records Access Request, the requested information shall be made available to the requestor within ten (10) business days; however, it is noted that some requests may require substantial time to collect and therefore could take additional time. In such cases when staff anticipates the collection of documents will exceed ten (10) business days, staff will inform the requestor of a date and time when the documentation will be available for review. In order to provide said public records and continue to maintain proper office operation, a time will be arranged for the citizen to come to the County office where the requested records are located to inspect and view the files, provided that requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions. The citizen has the right to request assistance in locating said records and to have copies made of the same.

**COSTS:** The County is permitted by law to recoup reasonable costs incurred in providing public records which can include retrieval, research, and duplication and preparation time. The requestor will be provided in advance with estimated cost for materials, labor and shipping or delivery.

**LABOR:** No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. Requests requiring more than 15 minutes of staff time shall be charged at the hourly rate of the least-paid staff member of the applicable department who can respond to the request.

**DEPOSIT:** A deposit is required when the Records Manager determines that more than one (1) hour of staff time will be needed to respond to a request. If the final cost is less than the deposit, the difference will be refunded; if greater, the additional cost must be paid prior to delivery or review of the records.

<b>RATES SCHEDULE</b>	
<b>Standard copies (up to 11 x 17 in size)</b>	<b>25¢ per page</b>  <b>Charges for maps, plats and other large documents are set by the applicable department.</b>
<b>Certifications</b>	<b>\$1.00 per certification</b>
<b>Staff Labor</b>	<b>Hourly pay rate of the least-paid employee of the applicable department who can respond to the request including benefits as posted on Baldwin County salaries online, billed at quarter hour increments.</b>
<b>Deposit</b>	<b>A deposit is required if the Records Manager determines that more than one (1) hour of staff time is needed to respond to a request.</b>

## **PROCEDURAL REQUIREMENT**

In order to carry out this policy, the following steps must be taken:

1. Once the Baldwin County Public Records Access Request Form is received from the requestor at the Records Manager's Office, staff forwards the request via email to the Department Head and applicable staff members of the appropriate County Department. The requested records will be made available to the requestor within ten (10) working days. An appointment will be made for the

requestor to view the records in the County facility where said records are located. Copies of the documents will be made by staff as requested.

2. Each department is responsible for logging staff time and for providing the requested information/documents and a detailed invoice to the Records Manager. The Records Manager provides the invoice to the requestor which must be paid prior to the delivery of the information.

3. Staff will retain copies of all information/documentation provided to the requestor.

### **FORMS/ATTACHMENTS/EXHIBITS**

1. Baldwin County Public Records Access Request Form