



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 18-0861      **Version:** 1  
**Type:** Work Session      **Status:** Agenda Ready  
**File created:** 8/23/2018      **In control:** Baldwin County Commission Work Session  
**On agenda:** 8/28/2018      **Final action:**  
**Title:** Revision of Baldwin County Commission Policy #2.13 - Public Records Access and Rates Schedule  
**Indexes:**  
**Attachments:** 1. Policy 2.13 - Public Records Access and Rates Schedule - DRAFT 20180904, 2. Public Records Access Request Form - DRAFT 20180904, 3. Policy 2.13 - Public Records Access and Rates Schedule - 20170221 CURRENT

Date	Ver.	Action By	Action	Result
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**Meeting Type:** BCC Work Session  
**Meeting Date:** 8/28/2018  
**Item Status:** New  
**From:** Ronald J. Cink, County Administrator  
**Submitted by:** Anu Gary, Administration/Records Manager

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### ITEM TITLE

Revision of Baldwin County Commission Policy #2.13 - Public Records Access and Rates Schedule

### STAFF RECOMMENDATION

Adopt the revised Baldwin County Commission Policy #2.13 - Public Records Access and Rates Schedule and incorporate said revised policy into the Baldwin County Policies and Procedures Book.

### BACKGROUND INFORMATION

**Previous Commission action/date:** February 21, 2017 - Last revision to policy.

**Background:** BCC Policy #2.13 describes the procedures regarding public records access requests and sets the rate schedule for related fees.

Staff has reviewed Policy #2.13 and determined it should be updated. If the proposed policy is adopted by the Commission, it will revise the rate schedule by eliminating the County Attorney fees from the schedule.

### RATES SCHEDULE

Standard copies (up to 11 x 17 in size): 25¢ per page  
Charges for maps, plats and other large documents are set by the applicable department.

Certifications: \$1.00 per certification

Staff Labor: 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.

~~County Attorney Review: \$225.00 per hour, billed at quarter hour increments~~

Deposit: 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.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Administration and CIS Departments

#### Administration

1) Update Policy Books/BCAP.

- 2) Update County webpage for public records info and request form.
- 3) Email a copy of the revised policy to Department Heads.

CIS

- 1) Revise fillable form and add it to the webpage for public records.

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A