

COOSA COUNTY BOARD OF EDUCATION OPEN RECORDS REQUEST PROCEDURE

The Coosa County Board of Education is committed to transparency and compliance with the Alabama Open Records Act (*Alabama Code* § 36-12-40 et. seq.) This procedure outlines the steps for residents requesting public records from the Coosa County Board of Education, ensuring that requests are processed efficiently and in accordance with the law.

How to Submit a Request

Requests for public records must be submitted in writing using the attached Standard Request Form. This can be done via:

- Mail: Send requests to Attention: Open Records Request: Coosa County Board of Education, P.O. Box 37, Rockford, Alabama 35136.
- In-Person: Requests can be delivered in person to the Coosa County Board of Education, 73 Nixburg Road, Rockford, Alabama 35136.

Response Time

The Coosa County Board of Education will acknowledge receipt of the request within 10 business days.

The time required to fulfill the request will vary depending on the nature and volume of the records requested. Some requests may require more time due to the need for extensive research, review, or redaction of confidential information. A substantive response, notice that the request qualifies as a time-intensive request, or denial of the request will be sent within 15 business days of the acknowledgment of the receipt.

Response time may also be based on types of requests. There are two types of requests: Standard and Time Intensive.

- Standard Requests are those that should take *less than 8 hours to process* and require minimum certification.
- Time Intensive Requests take *more than 8 hours* to identify and retrieve documents or redact protected information.

Fees

Search Retrieval, and Production Fees: The Coosa County Board of Education may charge a fee to cover the cost of staff time for locating and producing records. The current rate is \$20.00 per hour, with a minimum charge of \$20.00.

Copying Fees: \$0.50 per page for standard copies. Additional charges may apply for non-standard format or large volumes of documents.

Prepayment: Prepayment may be required before processing the request.

This procedure is based on the requirements of the Alabama Open Records Act and may be updated as needed to reflect changes in the law or school board policies.