WARD D. "ROB" ROBERTSON, III
CHAIRMAN

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COUNTY ADMINISTRATOR

APRIL L. HOFFMAN
CHIEF FINANCIAL OFFICER

COUNTY COMMISSION
TUSCALOOSA COUNTY, ALABAMA
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COMMISSIONERS

STAN ACKER
DISTRICT I

JERRY TINGLE
DISTRICT II

MARK C. NELSON
DISTRICT III

REGINALD MURRAY
DISTRICT IV

PUBLIC RECORDS REQUESTS FEE SCHEDULE

A county government 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. If you don't know the name of the record, describe the information that you believe is contained in it.

****** Records related to Tuscaloosa County Sheriff's Office, Revenue Commission, or the Probate Court cannot be obtained from the Administrative Offices of the County Commission. Please contact these offices directly. ******

COSTS:

- Standard Requests/Copies (8.5 x 11 in size) $1.00 for the first page and 50¢ each additional page.
- A Research Fee in the amount of $25.00 will be charged on all requests estimated for over one hour to research and/or complete.
- Digital Copies will be charged at a rate of $5.00 up to 5 MB and an additional $1/1MB thereafter up to a maximum of $50.00.
- If the applicant requests the records be mailed or faxed, additional charges will apply. An itemized bill will be given to the applicant with payment due prior to release of the records.
- Fees are due whether the records are provided by paper or electronically.

Notwithstanding the foregoing, Administration may charge any actual costs incurred while processing or responding to a public-records request-for example, for a large capacity flash drive or other hardware necessary for electronically producing records, for special paper sizes, color copies and for costs associated with searching electronic databases-if the requester is informed of the cost in advance of being charged.

INSPECTION OF PUBLIC RECORDS:

When a public inspection of records is requested, a custodian of those records will oversee inspection, retrieval, and re-filing. Appointments must be scheduled in advance. A labor charge will be imposed as set out herein.

LABOR FOR TIME-INTENSIVE REQUESTS:

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 and is computed on the basis of quarter hours, rounded up. The Commission will not charge for legal review or redaction necessary to withhold legally protected information.

Labor charges are in addition to the per page cost specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure.

DEPOSIT:

The Public Officer will provide the requestor with an estimate of costs. A deposit in the amount of the estimated cost will be required when the Public Officer determines that more than one (1) hour of staff time will be needed to respond to a request. If more time is needed, the additional cost must be paid prior to delivery or review of the records.

FORM OF PAYMENT:

Deposits and final costs for records may be paid by cashier check, or money order. Cash, credit cards, and debit cards are not accepted.