WARD D. "ROB" ROBERTSON, III
CHAIRMAN

BYRON WAID
COUNTY ADMINISTRATOR

APRIL L. HOFFMAN
CHIEF FINANCIAL OFFICER

COUNTY COMMISSION
TUSCALOOSA COUNTY, ALABAMA
P.O. BOX 20113 · 714 GREENSBORO AVENUE
TUSCALOOSA, ALABAMA 35402-0113
205-349-3870

COMMISSIONERS

STAN ACKER
DISTRICT I

JERRY TINGLE
DISTRICT II

MARK C. NELSON
DISTRICT III

REGINALD MURRAY
DISTRICT IV

PROCEDURES FOR PUBLIC RECORDS REQUESTS

It is the policy of the Tuscaloosa County Commission ("Commission") to comply with Alabama's Open Records Act, as amended by Ala. Act No. 2024-278, effective October 1, 2024, ("Open Records Act") to allow Alabama residents, as defined below, 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. An Alabama resident requesting to inspect and take a copy of a public record (a "Requester") is required to comply with the procedures set forth below.

ALABAMA RESIDENT: For purposes of the Open Records Act, an Alabama 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 as, but not limited to, an Alabama driver license or voter registration.

SUBMISSION OF REQUEST/PROOF OF RESIDENCY: All requests to inspect and take a copy of public records ("public records requests") must be submitted using the Commission's "Public Records Request Form," a copy of which is attached to these procedures. The request must be accompanied by proof of the Requester's status as an Alabama resident. All requests and required documentation must be submitted by the Requester in person at the following location:

Administration Office
714 Greensboro Avenue, Suite G78
Tuscaloosa, AL 35401

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.

AMERICANS WITH DISABILITIES ACT COMPLIANCE: The Commission will provide effective communication as needed to ensure access to public records within its custody and control pursuant to the requirements of law and this policy.

DATE OF RECEIPT: A public records request will be deemed received when received at the location described above.

DESCRIPTION OF RECORDS REQUESTED: Requests must identify the requested public record with reasonable specificity. 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.

REMITTANCE OF ADMINISTRATIVE FEES: A Requester will be required to pay estimated reasonable administrative fees before he or she may receive any public records 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. If the total fee associated with processing a request is more than the original estimated fee, any additional amount must be remitted before the requested records will be provided.

Fees may be submitted in person or via the United States Postal Service or other common carrier (e.g., FedEx). Payment must be via money order or certified bank funds (e.g., cashier's check) made out for payment to the Tuscaloosa County Commission. The County cannot accept cash or credit card payments.

Fees that are remitted in person or by common carrier (other than the United States Postal Service) must be delivered at the Tuscaloosa County Courthouse, ground floor, to the following address:

Administration Office
714 Greensboro Avenue, Suite G78
Tuscaloosa, AL 35401

Fees remitted via the United States Postal Service must be addressed as follows:

ATTN: Administration
P.O. Box 20113
Tuscaloosa, AL 35402-0113