

Open Records Requests

Requests made under the Open Records Act, Ala. Code § 36-12-40 and § 36-12-41, must be submitted in writing to the Office of General Counsel, at the Alabama Department of Education, 50 N. Ripley Street, Room 5103, P. O. Box 302101, Montgomery, AL 36130. The request must be signed by the individual requesting the records and set out sufficient information to determine which records are being requested.

The following fees will apply:

The charge for records copying is \$1.00 per page for the first 25 pages and \$.50 per page thereafter, a search fee of \$5.00 per request, plus the cost of any postage if the records are to be mailed. An additional \$5.00 charge will be assessed for certified copies of records. The charge for a complete copy of the State Board of Education Administrative Rules is \$50.00. Additional charges may apply for fragile records.

Any request to inspect records must be made within normal business hours (8:00-5:00).