POLICIES OF THE OFFICE OF THE SECRETARY OF STATE REGARDING REQUESTS FOR PUBLIC RECORDS

Ala. Code § 36-12-40 provides that "[e]very citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute." While many of the records maintained by the Office of the Secretary of State are available on the official website at www.sos.alabama.gov and may thus be obtained electronically, not all records are available through this means.

To comply with § 36-12-40, it is the policy of the Secretary of State to allow citizens to inspect and take a copy of any public record maintained by this office, unless the record is exempt from public disclosure. Brent Beal serves as the access officer to such records and questions regarding policies or documents should be addressed to her at Brent.Beal@sos.alabama.gov or 334-353-7857. Access to public records will be provided during normal office hours of 8:00 a.m. to 5:00 p.m. There will be a charge for public records as required by law. Every effort will be made to provide public records within a reasonable time. Records are to be inspected in the offices of the Secretary of State. It is requested that citizens inspecting public records refrain from eating, drinking, and smoking in areas where such records are being inspected and copied. The Secretary of State will determine reasonable limitations on the number of citizens who may inspect and copy records at one time so as not to disrupt the work of the employees of the Office of the Secretary of State.

Citizens wishing to obtain copies of public records should complete this form:

Name_____

Address_____

Email Address_____

Are you citizen?_____ If so, where _____

Description of documents requested_____

_____

Date_____/___/_____