

Jacksonville State University

Request to inspect/Copy Public Records

Jacksonville State University is committed to making public records available in a timely manner upon proper request. The Alabama Supreme Court has held that a public body as defined in the Public Records Act may require a person making access to public records to submit a written application and give a reason for seeking the record.

Certain records are protected from disclosure by state or federal law and will not be made public. If a record has both exempt (protected) and non-exempt (unprotected) information, the portion of the record containing the protected information will be redacted and the remainder produced. Personal information of individuals will, likewise, be redacted in accordance with University policy.

Reasonable restrictions on the time and place of inspection may be set, and a fee will be charged for costs associated with the production of copies. If you wish to inspect records without copies being provided, your request may be delayed until such time as an appropriate staff member can be present to assist you, and to maintain the integrity of the records.

There will be a charge of \$1.50 per page and payment must be made before documents will be made available. In addition, the University reserves the right to charge additional costs of records search including labor, if the information requested is not readily available and/or requires an extended amount of time to research, retrieve, review, redact, assemble, etc.

Please complete the following and mail or email to the JSU public records designee:

1. Please provide a detailed description of the records being requested and a date range for the requested records.

2. I request these documents and records for the following purpose:

3. I am requesting these documents (select one)

- ☐ For myself
- ☐ For the following individual or entity _____

4. I would like to (select one)

- ☐ Inspect these records in person at a scheduled time.
- ☐ Have copies of these records produced to me. I understand my responsibility for the charges set forth above.

5. By signing below, I certify that the person/entity making this request is a citizen of the State of Alabama. I further certify that the records requested are for use by the person/entity named and for the purpose stated.

Signature _____

Print Name _____

Position (if request is made on behalf of an entity): _____

Complete Address _____

Telephone(s) _____

Email _____

University Use Only

Received: ____ / ____ / ____ A.M./P.M. By: _____

Notes: