

REQUEST FOR PUBLIC RECORDS
City of Madison Board of Education
211 Celtic Drive
Madison, AL 35758

Requestor's Name _____ Date _____

Address _____

City/State/Zipcode _____

Phone Number _____ Email _____

Purpose of Request: _____

This form may be submitted to the Superintendent's office at the above address. This form may be submitted in person, by email, or courier service. If additional information is required, a records representative will contact you after receipt to secure additional information. Do not remit payment until you have been advised of the fee amount. Allow for a sufficient and reasonable time period for records to be made available for inspection or copying. The time will include making available staff that may be limited due to performance of critical day-to-day work assignments. In some cases, approved identification may be required when requesting records in order to determine legitimate inspection privileges and to safeguard privacy rights of citizens.

Description of records requested.

(Be as specific as possible, using names, record title, function of record, record date, and any other information that you feel will expedite your request. Also for records maintained at a school operated by the School system, identify the specific school that maintains the requested records. Use a separate form for each item requested. Only one requested item may be submitted per request form. If needed, use additional pages for description.

NOTE: The Family Educational Rights and Privacy Act (FERPA) generally prevents disclosure of student educational records except to the student, or parent or guardian with parental rights over the student. Educational records of other students are not otherwise available for disclosure except by court order. By law , certain other records may be considered confidential and not be disclosed or may be subject to redaction of sensitive or confidential information.)

By signing this request, I acknowledge that I have read, understand and agree to all of the above terms and conditions.

_____ (Signature of Requesting Person)

_____ (Printed Name)

_____ (Date of Submission of Request)

PUBLIC RECORDS PROCEDURES OF THE CITY OF MADISON BOARD OF EDUCATION

1. Purpose: To provide uniform procedures regarding producing public records maintained by Madison City Schools.

2. Definitions:

(a) “Public Records” shall include written, typed or printed books, papers, letters, ordinances, resolutions, reports, records, pleadings, exhibits, documents and maps made or received by public officials, employees, committees or board members in the normal course of conducting business on behalf of the City of Madison Board of Education (“Board”).

(b) “Confidential Documents” shall include shall include but is not limited to:

1. Any specific exception to the Open Records Act found in the Alabama Code;
2. All confidential written materials submitted to or from any officer or employee and an attorney for the Board;
3. Plans, evaluations or studies relating to safety and security of Board employees and facilities;
4. Certain personnel records relating to Board employees, including W-2 forms (Employees have the right to be notified of requests to access information contained in their personnel file);
5. Medical records and other personal health information pertaining to employees, unless authorized by the employee;
6. Test materials given to applicants for employment or promotion with the Board, including the results of any such test;
7. Certain personal identifying information, such as home address, telephone number, closest living relative information, social security number, taxpayer identification number, etc.;
8. Internal audit work papers and internal audit reports, including system security information;
9. All court documents pertaining to the execution of warrants;
10. Records, papers, letters and other written documents concerning the good name and character of individuals;
11. Internal or sensitive personnel matters;
12. Matters of a personal nature where disclosure would constitute a clearly unwarranted invasion of privacy;
13. Trade secrets;
14. Commercial and financial information obtained in confidence and/or which is privileged or which, if revealed would interfere with the efficient operations of the Board;

15. Recorded information received by a public officer in confidence;
 16. Student Educational Records, disclosure of which is regulated by the Family Educational Rights and Privacy Act.
 17. Notes and recordings of meetings made for the limited purpose of assisting with preparation of minutes or transcription of the meeting;
 18. Draft minutes of the Board or of a committee thereof, until those minutes are reviewed and adopted as official minutes of the Board or committee.
 19. Notes or recordings of personnel or student disciplinary hearings, except as transcribed as a record of the proceeding, the distribution of which is limited to use of the parties to the proceeding and their counsel in further proceedings or appeals.
 20. Other records the disclosure of which would be detrimental to the best interests of the public.
3. Custody of Records: Members of the public may, either orally or in writing, set up an appointment to view “public records” during normal Madison City Schools business hours, but under no circumstances shall “public records” be removed from the custody of the custodian of the records in question.
 4. Supervised Inspection: There shall be no charge to inspect records that are routine in nature and require nominal clerical time to locate or provide minimal supervised inspection. Extended supervision cost and time scheduling shall be calculated by multiplying the hourly wage of the supervising school or central office employee by the time spent supervising the inspection of the records.
 5. Form of Requests: Requests for copies of “public records” must be in writing and must describe with some degree of certainty the documents requested.
 6. Charges for Copies: Copies of “public records” which are maintained in the normal course of business and which involve no research or extra labor time on the part of Board staff shall be 50 cents (\$0.50) per one-sided document (page) for duplicated copies of not more than 8 inches by 14 inches. For two-sided documents (pages) of up to 8 inches by 14 inches, the charge to duplicate both sides shall be .50 cents (\$0.50) per side. All paper copies will be produced in black and white only. Color copies will not be produced. For documents produced in electronic format there will be a charge of \$8.00 per media unit (CD, Flash Drive and E-mail, etc.) plus a charge of 10 cents (\$0.10) per document (page) provided in the media unit. An additional reasonable charge may be assessed for copies of unusual size or shape or where otherwise posted.
 7. Additional Charges: Copies of “public records” which: a) require more than 15 minutes to locate and/or copy or b) are not easily retrievable because the documents are not regularly maintained in the normal course of business or c) necessitate the use of municipal computer time, and which therefore require research and extra time of school or central office staff to compile shall be charged an additional administrative fee, which shall be calculated by multiplying the hourly wage of the employee by the time spent searching for and/or copying the requested records.
 8. Certified Copies: Certified copies of “public records” shall be available at the additional rate of \$5.00 per certified copy.

9. Time to Respond: Madison City Schools will make a reasonable attempt to promptly respond to lawful copying and/or research requests of “public records” by notifying the requesting person of the anticipated charges within one week of receipt. Time extensions are authorized where deemed necessary.
10. Payment: No documents shall be released until the designated office at the school or Board Central Office has received payment for the “public record” and/or research services requested. Once payment in full has been received, Madison City Schools will make a reasonable attempt to provide the documents within one week of payment.
11. Unreasonable Requests: Requests for “public records” which are unduly burdensome, time-consuming, and those which are intended to harass Madison City Schools, or any school system employee or agent, shall be subject to limitation by the school or central office, time extensions, and/or denial of the documents.
12. Burden and Expense: The Alabama Public Records Law does not authorize a citizen to shift to the custodian of public documents the tasks of inspecting documents and identifying the ones to be copied or the expense of copying those and does not require the custodian to undertake the burden and expense of mailing or otherwise delivering the copies. The burden and expense of copying the writings and taking the copies must be borne by the requesting person or his or her agent as provided by law.
13. Creation of Documents or Information: Creation of documents or reports upon request is not the responsibility of Madison City Schools personnel nor is it required that they provide more information than what is contained in existing documents or information systems.

