



## **BALDWIN COUNTY COMMISSION PUBLIC RECORDS ACCESS**

The County Commission and its departments will accept written requests for information from the public. Once county staff receives the Public Records Access Request, the requested information shall be made available to the requestor within ten (10) business days; however, it is noted that some requests may require substantial time in order to collect and therefore could take additional time. In such cases when staff anticipates the collection of documents will exceed ten (10) business days, the requestor will be informed of a date and time when the documentation will be available for review. In order to provide said public records and continue to maintain proper office operation, a time will be arranged for the citizen to come to the County office where the requested records are located to inspect and view the files, provided that requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions. The citizen has the right to request assistance in locating said records and to have copies made of the same.

Any research time for records location by County personnel, shall be charged at the hourly rate of the staff member researching the materials. Any review/research time by the County Attorney shall be charged at the hourly rate of \$225.00. Standard copies (up to 11x17 in size) will be charged at .25¢ per page. Document certifications will be charged at \$1.00 per certification.

**To request public records from the Baldwin County Commission, please fill out the  
“Public Records Access Request Form” below and submit the form to:**

Baldwin County Commission Administration Department  
ATTN: Records Manager, County Commission Office  
312 Courthouse Square, Suite 12  
Bay Minette, Alabama 36507

Email: [agary@baldwincountyal.gov](mailto:agary@baldwincountyal.gov)  
Telephone: (251) 580-2564  
Facsimile: (251) 580-2500

Various public records from the County Commission and its departments are located online on the County website. All Baldwin County Commission meeting agendas, minutes as well as video recordings of all regular County Commission meetings can be located at <http://openmeetings.baldwincountyal.gov/>

**PLEASE NOTE: ANY RECORDS RELATED TO MATTERS OF BALDWIN COUNTY REVENUE COMMISSION,  
BALDWIN COUNTY PROBATE COURT, OR THE CIRCUIT OR DISTRICT COURTS OF THE 28<sup>TH</sup> JUDICIAL  
CIRCUIT CANNOT BE OBTAINED FROM THE ADMINISTRATIVE OFFICES OF THE BALDWIN COUNTY  
COMMISSION. PLEASE CONTACT THESE OFFICES DIRECTLY.**

**BALDWIN COUNTY, ALABAMA  
PUBLIC RECORDS ACCESS REQUEST**

**Availability Statement** The Baldwin County Commission (Commission) acknowledges the public records access as provided by Code of Alabama (36-12-40); and further defined under Code of Alabama (41-13-1); however, in order to provide said public records and continue to maintain proper office operation, the Commission stipulates that requests for all public records shall be made in writing and upon receipt of the written request, the Commission further stipulates that the requested documents will be made available to the requester within ten (10) working days of the request, provided that requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions.

I, \_\_\_\_\_, request access to the below described public records. I further acknowledge that I have the right to request assistance in the locating of said records, and to have copies made of the same; and that any time spent by county personnel for records location research shall be charged at the hourly pay rate of the employee conducting the research. Any review/research time by the County Attorney shall be charged at the hourly rate of \$225.00. The established cost for copies of records has been set at .25 cents per page for standard copies up to 11 x 17 in size. Certification of documents has been set at \$1.00 per certification. I fully acknowledge and guarantee payment for these services to the Baldwin County Commission.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

Records requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**FOR OFFICE USE ONLY**

Employee/Department receiving and/or completing request:	
Date request fulfilled/method of delivery:	
Research by staff/review by County Attorney hourly rate charged:	
Copies made/postage amount charged:	
Total amount received for research/copies/postage:	