

JACKSONVILLE STATE UNIVERSITY REQUEST FOR PUBLIC RECORDS
(Pursuant to §36-12-40, et seq., Code of Alabama 1975, as amended)

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 may require a person desiring access to public records to submit a request in writing giving the reason for seeking the records.

Certain records are protected from disclosure by state or federal law and will not be made public. If a record contains both protected and unprotected information, any protected information will be redacted and the unprotected information will be produced. Personal information of an individual will not be produced in accordance with university policy.

Reasonable restrictions on the time and place of inspection may be set, and a fee will be charged for the production of copies. Personal inspection of records will be scheduled at such time as an appropriate staff member can be available to assist you and maintain the integrity of the records.

There will be a minimum charge of \$1.50 per page for copies of records for which payment must be made before the documents will be made available. The university reserves the right to charge additional costs of records search and production, including labor.

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

Mail:
Jacksonville State University
Attn: Legal Office
700 Pelham Road North Jacksonville, AL 36265

FAX:
256.782.5680

EMAIL:
legal@jsu.edu

1. Please provide a detailed description of the records requested, including a date range where applicable.

2. State reason for requesting the above documents:

3. I am requesting these documents (mark one):

_____ for my own personal use.

_____ for the following individual or entity: _____

4. I would like to (mark one):

_____ inspect these records in person at a designated time and place.

_____ have copies of these records produced to me.

I certify that the I am, or the entity making this request is, a resident of the State of Alabama and further certify that the records requested to be inspected or produced are for use by me or the entity named for the purpose stated.

Signature: _____

Print Name: _____

Position if requested on behalf of an entity: _____

Address: _____

Email: _____

Phone: _____

UNIVERSITY USE ONLY

Received: ____ / ____ / ____ at ____ AM/PM_ by _____

Comments/Notes: