

**POLICIES OF THE CULLMAN COUNTY COMMISSION
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.”

To comply with § 36-12-40, it is the policy of the Cullman County Commission 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. Judy Bradford serves as the access officer to such records and questions regarding policies or documents should be addressed to her at jbradford@co.cullman.al.us or (256) 775-4884. 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 Cullman County Commission. It is requested that citizens inspecting public records refrain from eating, drinking, and smoking in areas where records are being inspected and copied. The Cullman County Commission 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 Cullman County Commission.

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

Name _____

Address _____

Email Address _____

Are you an employee of Cullman County Commission? _____ Yes _____ No

If so, what is your position? _____

Description of documents requested _____

Date _____

For Cullman County Commission Use Only:

Records Inspected On _____

Access Officer Signature _____

of Copies Made _____ Charge for Copies \$ _____