

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
03-1

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish the following access to public records policy in order to (i) comply with Code of Alabama, § 36-12-40, (ii) facilitate reasonable public access to public records of the County, (iii) prevent the inadvertent release of sensitive or confidential information, (iv) minimize the disruption of County business as a result of citizen inspection of records, (v) establish a uniform procedure and fee schedule, and (vi) provide for the security of records relating to public buildings and works vital to the health, safety and welfare of the citizens of Jefferson County, Alabama.

I. POLICY

It shall be the policy of the Jefferson County Commission that Alabama citizens may request to inspect documents and records maintained by County officials, department heads and employees which are required to be kept by state law or which are maintained for the efficient and convenient operation of County government, in accordance with Code of Alabama (1975), § 36-12-40. Records already governed by separate Federal or State statute or local act are not subject to this Order and shall continue to be treated in accordance with the appropriate controlling legislation. In order to further the goals of the Alabama Public Records Act (hereinafter "the Act"), it is the desire of the Commission to establish a uniform procedure and fee schedule for the handling of document requests pursuant to the Act.

II. PROCEDURE

Every Alabama citizen seeking to inspect and make copies of documents pursuant to the Act shall first complete and submit the appropriate Citizen Request for Information form setting out the person's name, address, list of documents requested for inspection and purpose of each request. [Copy attached hereto as Exhibit "A"] The form shall be signed by the applicant and delivered to the appropriate official or employee in charge of keeping and maintaining the record or document sought to be examined. Each department head shall keep a log showing the date of each request, the name of the individual requesting to inspect documents and the action taken on each such request. [Copy attached hereto as Exhibit "B"] Each department head shall designate an employee to be present during the citizen inspection to preserve the integrity of original County documents. At no time shall any department head or employee permit a citizen to take an original document from County premises for copying. Inspection of County records shall only be allowed during regular business hours. No more than two (2) persons may review the records in any department or area at any given time. The head of a department or section may, in his or her discretion, limit that number because of space limitations. Further, the Department Head may schedule the examination at a later date or time if the examination would disrupt or hamper the operation of the department subject to the request.

A request for immediate copies may be denied for any reason and should normally be denied if the number of copies is significant or if the staff is busy at the time of the request. If a small number of copies (25 pages or less) is requested, the photocopies may be provided at the time the initial request and payment is made. However, if more than 25 photocopies are requested, copies may be made within three (3) business days and mailed

to the requester. The requester must leave a self-addressed envelope with sufficient size and capacity to mail the requested copies.

This policy should not be construed to require the County to disclose or allow inspection of any document that is not a “public document” or that is sensitive, confidential or otherwise not required to be disclosed, or that is not allowed to be disclosed by law, rule or regulation. The County reserves the right to make a determination that a record or document is not a “public document” subject to public inspection.

A Department Head may also deny any request to examine public documents or records if the documents or records sought to be inspected are of public buildings, public works or other similar facilities the damage or destruction of which could significantly affect the public health, safety and welfare of the citizens of Jefferson County.

III. FEE SCHEDULE

The following fee schedule is hereby adopted which shall be uniformly applied by each department upon receipt of a citizen request for inspection and copying of public documents as defined in Code of Alabama (1975), § 36-12-40:

	<u>COST PER COPY</u>
Legal and Letter Size Copies Per Page	.50
Computer or Laser Copies Per Page	1.00
If Copies are to be Mailed	1.00 Plus Postage
Fax Copies	1.00
Roads and Transportation Maps	15.00
Tax Assessment PRC-Record	1.00
Tax Assessment Printout of Assessment	1.00
Assessment/Appraisal Info (Disk or Tape) - Portion of County	1,000.00
Individual Assessment Maps	5.00
Microfiche	1.00
Microfilm	2.00
Aerial Photo	10.00

Partial Voter's List (One Beat or District)	5.50 Per 1,000 Names
Complete Voter's List	5.50 Per 1,000 Names
CD-ROM of Voter's List	45.00 Per Set Up and 5.50 Per 1,000 Names
Cassette Tape of Voter's List	35.00 Per Set Up and 5.50 Per 1,000 Names
Certification of Any Requested Document	1.00

DIGITAL INFORMATION SERVICES FEES (DISF)

Information Technology (IT) costs fluctuate according to current costs and are maintained separately by the IT Department. The current DISF schedule is attached hereto as Exhibit "C".

Payment for copies made must be in cash or cashier's check, certified check or money order payable to the Jefferson County Treasurer. No personal checks will be accepted. Payment must be received at the time the copies are presented to the citizen applicant.

IV. DISPUTES

If any dispute arises concerning the right of any Alabama citizen to inspect and copy a County document or record, the matter shall be referred to the County Attorney's Office. If the County Attorney determines that the request is due to be denied, he shall so advise the official, department head or employee. The department head shall notify the applicant of the denial. Any Alabama citizen aggrieved at the denial of his request for inspection and copying of County documents or records may appeal to the Jefferson County Commission within thirty (30) days of the date of the denial of the request for a review of the negative determination. The Jefferson County Commission shall have the final authority to grant or deny the request.

V. PRIVACY/SECURITY

While the Commission recognizes the requirements of state law to make public

documents and records available for inspection and copying by Alabama citizens, at the same time the Commission understands that public information may be used for potentially unlawful purposes. Therefore, if the purpose of a document request appears to threaten the security of persons or property, the Commission may ask the applicant for further information to support the request or deny the request. Further, if a public official receives a specific threat to his or her person or property, such official may request that he or she be given notice of requests made for information by the named individual concerning a county record or document pertaining to their real or personal property.

VI. WAIVER OF FEES.

The fees established herein may be waived by the County Attorney as follows:

1. Where the request is from a law enforcement authority relatable to a law enforcement activity;
2. The request is from a government or a governmental agency and the estimated fee would not exceed \$100 and the County Attorney determines the waiver is in the best interest of the County or the citizens of the County.

ORDERED at the Jefferson County Courthouse this 22 day of April, 2003.



LARRY P. LANGFORD, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 4-22-03
MINUTE BOOK: 141
PAGE(S): 262-24

Service	Unit of Measure	Cost Per Unit
Unisys - Batch	Per CPU Second	\$0.092
Unisys - Transactions	Per Transaction	\$0.049
Unix	Per Megabyte ⁽¹⁾	\$0.779
Intel	Per Megabyte ⁽¹⁾	\$1.504
E-Courthouse Access Charge	Per User ^(2,3)	\$731.640
Help Desk	Per Call	\$111.680
Application Development Fee	By Position per hour (see attached)	
GIS Access Fee	Per User ⁽²⁾	\$1,080.075
Digital Elevation	Per Tile	\$186.898
Transportation	Per Tile	\$122.278
Hydrological	Per Tile	\$96.012
Custom Service	Per Hour	\$94.200
Ortho Photo	Per Tile	\$91.321
Vector Parcel Map	Per Tile	\$69.758
Landmark	Per Tile	\$33.528
Various (miscellaneous GIS layers)	Per Tile	\$31.399
Network Administration	Per Node ⁽²⁾	\$647.387

Notes:

- (1) - Usage Data Not Available, Used Megabyte as Best Available Information
- (2) - Annual Cost
- (3) - Plus \$0.201 per minute connection fee
- (4) - Total Transactional or Unit Information Not Available
- (5) - Employee assigned to County Attorney's Office. Pass Through with mark-up
- (6) - ISD staff identified effort to specific applications. Should be directly charged back to user.

Title	Fully Loaded Hourly Rate
Chief Information Officer	\$236.000
Director - IS	\$194.000
Systems Analyst Manager	\$168.000
GIS Manager	\$160.000
Technical Services Manager	\$160.000
Network Systems Administrator II	\$145.000
Sr System Program Technician	\$145.000
Database Administrator	\$142.000
Sr Systems Analyst	\$138.000
Systems Administrator	\$119.000
Systems Analyst	\$109.000
DP Processing Coordinator	\$108.000
Network Systems Administrator I	\$107.000
Program Analyst	\$107.000
GIS Info Systems Technician II	\$89.000
GIS Specialist	\$85.000
PC-Network Technician	\$85.000
Sr Programmer	\$85.000
Programmer	\$77.000
Sr Computer Operator	\$77.000
Administrative Assistant III	\$69.000
Computer Operator	\$68.000
GIS Information Systems Technician I	\$63.000
Administrative Assistant I	\$55.000

**JEFFERSON COUNTY, ALABAMA
CITIZEN REQUEST FOR INFORMATION**

Name: _____

Address: _____
(Street address required, P. O. Box unacceptable)

Phone No.: _____

Date: _____

LIST OF DOCUMENTS I WISH TO INSPECT

(IF YOU NEED MORE SPACE PLEASE ATTACH A SUPPLEMENTAL LIST TO THIS FORM.)

PURPOSE OF REQUEST

The reason(s) I desire to review Jefferson County public records is: (Check applicable box or boxes)

To gain information regarding County government operations as follows: _____

Other (explain): _____

(Signature)

Date Received: _____

Received By: _____

Exhibit "A"

CITIZEN REQUEST FOR INFORMATION LOG

Page No: _____

Name of Department: _____ Finance

Date of Request	Name of Requesting Party	Description of Requested Documents	Purpose of Request	No. Copies	Charge	Paid	Date of Delivery	Initials