

ALABAMA TOURISM DEPARTMENT
Alabama Open Records Request
§36-12-40, Code of Alabama (1975)

Please use the attached form to submit your Alabama Open Records (AOR) Request to the Alabama Tourism Department. Requests may be submitted by mail or email to the following addresses:

Mail:

Alabama Tourism Department
P.O. Box 4927
Montgomery, Alabama 36103

E-mail:

public.records@tourism.alabama.gov

FEE SCHEDULE

The requester agrees to pay all applicable fees to process the request. No information or documents will be sent to the requester until payment is made in full.

Research and Retrieval Fees will be charged even if an inspection is requested of the disclosable public documents rather than actual copies.

Research and Retrieval Fee Minimum Research and Retrieval Fee (non-refundable)	\$20.00 per hour \$10.00
8 1/2 x 11 pages (over 10)	\$0.50/page
8 1/2 x 14 pages (over 10)	\$1.00/page
11 1/2 x 14 pages (over 10)	\$1.50/page
Scanned pages added to a flash drive	\$0.50/page plus \$10.00
Photographs (Color)	\$15.00/print

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Requester's Name: _____

Firm/Business Name: _____

Mailing Address: _____

Telephone #: _____ E-mail Address: _____

If the request is related to litigation/possible litigation, provide the following information, and attach a copy of the complaint:

Case Style: _____ Case #: _____

All parties involved: _____

Counsel for all parties:

Plaintiff(s): Name: _____ Firm: _____

Defendant(s): Name: _____ Firm: _____

Please list the names of all Tourism employees you have spoken to regarding this request:

Do you have any other active requests with Tourism? If so, please list:

Notify me if the cost is estimated to exceed \$100.00. YES NO

Do you wish to do a file review? YES NO

Please describe your request. If additional space is needed, please attach additional sheets to this form. Include as much information as possible.

Please email completed form to public.records@tourism.alabama.gov