PUBLIC RECORDS PROCEDURES OF THE
ALABAMA PUBLIC SERVICE COMISSION

Our public-records policy

It is the policy of the Alabama Public Service Commission to reasonably provide citizens with public records upon request. Subject to applicable laws protecting sensitive and confidential information, all such requests will be processed in a manner that ensures the interest of the general public in having the business of government carried out efficiently and without undue interference.

Submitting a public-records request

You may submit a public records request by completing a public records request form, which is available here: *https://psc.alabama.gov/alabama-public-service-commission/*

You may submit the request by emailing it to this email address established by IT for <u>Mr. Walter Thomas</u> to receive such requests.

What to expect

We strive to respond as promptly as possible to all public record requests we receive consistent with the demands of our agency's functions as determined by state law.

The nature of your request will dictate how promptly we respond. If your request very clearly identifies a specific, discrete document you are looking for, we will respond more quickly than if your request requires substantial staff time to process. A request will require substantial staff time to process if it requires difficulty in identifying and retrieving documents or taking measures to redact or otherwise withhold legally protected information.

Questions?

You may contact our agency's public records coordinator at this email address established by IT for <u>Mr. Walter Thomas</u> to receive such requests.

[Type here]

ALABAMA PUBLIC SERVICE COMISSION
Public Records Request Form

Complete and submit this form to make a public records request. All fields must be completed with accurate information for your request to be processed.

Requestor's contact information:

Name:_____

Phone number:_____

Email address:_____

Street Address:_____

Agency you are requesting public records from: _____

Date of request**:** _____

Reason for request: _____

_____

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Records requested (must be as specific as possible, requests that are overly broad may qualify as time-intensive requests and will have a longer response time):

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