

**REVENUE COMMISSIONER
ELMORE COUNTY
PUBLIC RECORDS ACCESS POLICY**

The term *office* as used herein refers to the Elmore County Revenue Commissioner's Office and any area or location where records may be found for which the Revenue Commissioner is responsible; and the term *Revenue Commissioner* includes staff and personnel and any other designates of the Revenue Commissioner. The Revenue Commissioner may designate *Records Access Officials* for making determination(s) regarding access to *Office* records and hereby designates all department supervisors as *Records Access Officials*. **No guarantee as to the accuracy of information provided by any medium is either expressed or implied.**

1. **Removal of any records from the *office* or other records area(s) is strictly prohibited.**
2. Access to *office* records will generally be available during regular business hours; 8:00 A.M. until 4:00 P.M., Monday - Friday, except holidays, subject to administrative restrictions. Copies of records may be obtained during the same hours conditioned upon payment of all associated cost(s).
3. When requesting bulk or voluminous records, especially when requesting production of information or records in electronic form please complete a *Request for Information* [form](#) available in the *Office* or on our web site at www.elmorevenuecommissioner.com.
4. Photocopies of records (excludes printed/plotted maps), are available at \$1.00 per page for 8½" X 11" and electronic records are available at 25¢ per record (usually per parcel). ***The cost(s) or charges stated herein are current minimum charges which remain subject to change without notice and actual invoiced charges may be greater based on extent and complexity required to comply with request(s).***
5. The Revenue Commissioner reserves the right to limit, prohibit or deny access to and/or the handling, un-binding, removal, relocation and/or photocopying of fragile records when to do so, in the judgment of the Revenue Commissioner could further damage or jeopardize the integrity of the record(s).



6. In addition to in-person requests for copies, the Revenue Commissioner *may* provide copies by mail, fax, e-mail, etc., subject to administrative determination(s), restriction(s) and conditioned upon payment of all associated cost(s) and charge(s). By submitting request(s), *requestor* acknowledges and agrees that *requestor* is responsible for arranging delivery and all associated or related cost(s).
7. The *Office* will attempt to provide access to requested records as timely as practicable. In some cases, however - limited staff, records stored off-site, large volume of records requested, and/or observance of regular office hours - may necessitate one being asked to return to use the records and/or to obtain copies.
8. Access to records, retrieval and reproduction or copying of individual records requested in person will generally be available during regular office hours subject to reasonable administrative restriction(s) and/or limitation(s) and availability of resources (equipment, machines, etc).
9. Please do not bring food or drink when accessing, retrieving, copying and/or returning records. Assessment for damage(s) and/or prosecution may result from willful, negligent or accidental destruction.
10. Bags, backpacks, briefcases, etc., may be checked upon entering and exiting the *office* and any refusal or delay in submitting to inspection could constitute *interfering with a government operation* and could warrant access denial and immediate removal from *office*.
11. In accordance with local, state and federal laws, some *office* records may not be open for public inspection. Details about which *office* records are restricted and/or any questions regarding this *access policy* may be directed to 334-567-1118 by asking to speak with a *Records Access Official*.

*Records/documents that typically are **not** open for public inspection:

- i. *Business Personal Property Renditions*
- ii. *Income and Expense Statements*
- iii. *Questionnaire(s)* gathered with commitment of confidentiality.
- iv. *Receipt(s)* bearing check image, credit card information, etc.
- v. Document(s) containing sensitive information of a personal or financial nature such as account number(s), routing number(s), social security number(s), etc.

***The list above is not intended to be all-encompassing or complete and other records may be included and/or added as deemed appropriate in compliance with this *policy*!**

