



## OPEN RECORDS REQUEST FORM

Any Alabama resident desiring to inspect or take a copy of a public record from Bevill State Community College shall submit a public records request by properly completing and delivering this Open Records Request Form to the public records officer named below:

Public records officer: **Andrew McCay**  
Contact Information: **1411 Indiana Avenue, Jasper, AL 35501** or  
**Andrew.McCay@bscc.edu**

### REQUIRED INFORMATION:

1. Date Request Submitted: \_\_\_\_\_
2. For this request to be valid, you must provide, simultaneously with this Form, a photocopy or scan of reasonable proof of residency. The public records officer accepts the following as reasonable proof of residency: (1) unexpired Alabama Driver's License, or (2) valid Alabama state-issued Identification Card, or (3) an Alabama Voter Registration Card, or (4) unexpired Passport showing an Alabama address. Requests will not be processed or answered without this information.
3. Identify the public record/s you request. Be as specific as possible. A valid request must identify the requested public record with reasonable specificity. The public records officer is not obligated to respond to vague, ambiguous, overly broad, or requests that are unreasonable in scope, nor is a public officer obligated to respond to a request that seeks records that do not exist or materials that are not public records. Additionally, costs will be assessed based on the number of requests, volume of requests, and estimated time to search for requests.



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4. Provide your full contact information below.

Full Legal Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Permanent residence:

Street address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address if different than residence address: (optional)

Mailing address: \_\_\_\_\_ (optional)

State: \_\_\_\_\_ Zip: \_\_\_\_\_ (optional)

Once complete, this Open Records Request Form must be submitted to the designated public records officer by one of the following methods:

- hand delivery to the address listed above;
- mail to the address listed above; or
- email to the email address listed above.

Receipt of a hand-delivered, mailed, or emailed public records request occurs when the request is actually received by the public records officer. A read email receipt, certified mail receipt, or similar signed postage receipt shall be prima facie evidence of receipt by the public records officer.

You should receive an acknowledgement or other communication related to a proper and valid request within ten (10) business days of receipt of your request by the public records officer.

Payment of fees may be required before your request is fulfilled.

By submitting this request, you certify that you are an Alabama resident with standing to make a request for public records pursuant to Alabama law.

A public officer shall not be obligated to respond to a public record request that is not made pursuant to these instructions.