

Amended August 14, 2007

Public Records Request Policy #43

The St. Clair County Commission recognizes the public's right to inspect and make copies of any public documents, except as otherwise provided by statute. Below is an outline of the procedures for this office:

Request for public records/surveillance tapes retained by the St. Clair County Commission and/or E911 documents/tapes:

1. All requests for copies of public records in control of the St. Clair County Commission and E911 must be requested in writing detailing the document and reason for request. Forms are available for this request on the county website (www.stclairco.com), and at the County Commission and E911 offices.
2. The County Administrator/E911 Director will review the request and approve or give a reason for denial within two (2) days of receipt.
3. Once approved, every effort will be made to provide access to the requested records/tapes and/or produce copies in a timely manner.
4. The cost of copies of printed documents on 8 ½" x 11" or 8 ½" x 14" copy paper will be 25 cents per page. The cost of copies of E911 tapes or surveillance tapes will be \$50.00 each.
5. Additional costs may be added for requests taking longer than one hour, due to the assessment of a staff research fee of \$25.00 per hour, or for additional supplies required to accommodate the request.

Note: All requests for E911 records or tapes must be accompanied by a subpoena, as they are not public information.