



# The Housing Authority of the City of Alexander City

2110 County Road, Alexander City, AL 35010  
Telephone: (256) 329-2201 Fax: (256) 329-6535

## **Instructions for Acquiring Access to Agency Public Records**

The Alexander City Housing Authority maintains full compliance with the Code of Alabama 1975, §36-12-40 and will provide citizens access to its public writings in accordance with Alabama Access Laws, in particular, the aforementioned Code.

1. Access to and/or copies of records will be provided during regular business hours, Monday – Friday, 9:00 a.m. – 12:00 p.m. and 1:00 – 4:30 p.m., at the administrative offices located at 2110 County Road, Alexander City, Alabama.
2. Individuals seeking access to and/or copies of Agency records must complete a Records Access Request Form prior to obtaining the information.
3. Requests for information may be received in person, by fax, mail, or e-mail. Copies may be received from the Agency in person or by mail, fax, e-mail, or other electronic device.
4. Original records must be viewed on site and in the room provided and may not be removed from the premises.
5. Large bags, backpacks, or briefcases are prohibited in the records area. These may be checked with the Administrative Assistant prior to entering the records area. Staff may ask to inspect items in an individual's possession upon his/her entering or leaving the assigned room.
6. Food and drink are prohibited in the room during records review. The Agency maintains a smoke-free workplace.
7. A nominal fee will be charged to cover Agency costs for providing copies of public records. This fee includes staff time, copier costs, and mailing costs. If the request involves gathering information, doing research, or compiling a report that is not normally created by the Agency, additional employee time may be charged.

Board of Commissioners: Chairman, Skipper Worthy; Vice-Chairman, Mark Tuggle; Lucille Thompson; Glenn Forbes; Darrell Armour; Executive Director, J. David Scott

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Web Site: [www.alexcityhousing.org](http://www.alexcityhousing.org)

The Agency will provide the requested information as promptly as possible. In most instances, the information will be provided within twenty (20) business days from the date the request was received. There may be some occasions when current circumstances may cause a delay in providing the information, such as the requested records may be stored offsite and require transfer to the office; it may be a peak business period for the staff; the computer system may have experienced a failure; or the request may be too vague or involve an overly large volume of records. Should this occur, the Agency will communicate the delay with the requestor in writing and include an approximate time frame when the requested documents will be available.

The Agency reserves the right to deny access to certain, protected records as stated in the Code of Alabama §36-12-40. When access to Agency records is denied, the staff will attempt to explain why this has occurred and will, upon request, provide the reason(s) for denial in written form. In some cases, records may not be available because they have already been legally destroyed according to the guidelines in the Agency's Records Retention Schedule and Disposition Policy.

If you have any questions or need further assistance, please ask to speak with David Scott, Executive Director; or Donna Gabel, Human Resources Manager, at 256-329-2201.