

530-X-1-05 Request Public Records From The Alabama Liquefied Petroleum Gas Board.

Public records may be requested in writing using the Board's public records request form. Questions may be directed to the Administrator. The public request form will be made available on the Board's website. A fee shall be assessed for costs incurred for searching and producing records as described in rule 530-X-1-05. Records request will be categorized as either Standard records or Time-intensive records. The Board shall acknowledge all request within two (2) business day of receipts. The Board will provide records, provided that the request has been submitted on the Board approved form and all fees are paid in full. The Board reserves the right to review and/or deny any records request that compromises legally protected information or to which the release of said records would be detrimental to the public. Standard-Records -- are designated as public records that are easily made available to the public with little or no preparation time and with limited redaction needed to withhold legally protected information. These requests should be processed within fifteen (15) days, the requestor will be notified by the Board within fifteen (15) days. Time-Intensive Records -- are designated as records that would involve more than eight (8) hours of preparation with need for review and redaction with regards to legally protected information. These requests should be processed within forty-five (45) days of receipts. If the Board is unable to process the request within forty-five (45) days, the requestor with be notified by the Board within forty-five (45) days.

Author: R. Dewayne Whiddon

Statutory Authority: Code of Alabama 1975, Section §9-17-105.

History: Published July 31, 2023; Effective September 14, 2023