



ALABAMA STATE BOARD OF CHIROPRACTIC EXAMINERS

ACCESS POLICY

Adopted 10/2006

Edited 4/20/23

1. It is the policy of the **Alabama State Board of Chiropractic Examiners (ASBCE)** to promptly provide citizens with public records upon request, subject to: payment of reasonable fees, to applicable laws protecting sensitive information, and to the interest of the public in having the business of the **ASBCE** carried on efficiently and without undue interference.
2. When requesting records, please complete the form available at www.chiro.alabama.gov emailing the **ASBCE** for a copy of the fully completed and sign form to: public.records@chiro.alabama.gov

Definitions. For records request, the following terms shall have the following meanings.

- a. **Standard request.** A public-records request that seeks one or more specifically and discretely identified public records that the Board determines would take **less than eight hours** of staff time to process considering the time needed to identify and retrieve any responsive records-and to redact or take other measures to withhold legally protected information.
 - b. **Time-intensive request.** A public-records request that the board determines would take **more than eight hours** of staff time to process considering the time needed to identify and retrieve any responsive records-including because the request is vague or overly broad- and any time needed to redact or take other measures to withhold legally protected information.
3. **Document retrieval and preparation.**

A minimum fee of \$20.00 for the first hour and \$15.00 for each additional hour for time spent locating, retrieving and preparing records for production. Copies of records on standard 8.5 x 11 paper are available at \$.50 (fifty cents) per page. There is no per page fee for electronically provided documents. The fees do not include any legal review or redaction necessary to withhold legally protected information. **ASBCE** reserves the right to limit or prohibit the photocopying of fragile records.



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4. **Actual costs.**

The **ASBCE** may charge any actual costs incurred while processing or responding to a public- records request. Example: Flash Drive or other hardware.

5. **Standard request.**

- I. **Form and Fee.** The staff of **ASBCE** will provide the records you request as quickly as possible.
- II. **Response time.** All records requested in person will be acknowledged within two (2) business days and the requester will be notified within fifteen (15) business days after the acknowledgment a response fulfilling or denying the request. The **ASBCE** may extend this period in 15 business day increments upon written notice to the requester. Standard request will be processed as expeditiously as possible with regard to the requesters time constraints, the board staff workflow and the nature of the request.

6. **Time-intensive requests.**

- I. **Form and Fees.** The staff of **ASBCE** will provide the records you request as quickly as possible. The **ASBCE** will notify the requester of the fees and the requester shall pay the fees prior to the board providing a substantive response to the requester.
- II. **Response time.** All records requests will be acknowledged within two (2) business days and the requester will be notified within fifteen (15) business days after the acknowledgment that the request qualifies as a time-intensive request. At that time the requester may withdraw the time-intensive request and submit a new request that is not time-intensive. If the requester elects to proceed with the time-intensive request, the board shall be prepared to provide a substantive response fulfilling or denying the request within 45 business days after the requester elected to proceed with the request. The **ASBCE** may extend this 45-business day period in 45 day increments by notifying the requester in writing.



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7. Please do not:

- smoke in the **ASBCE** office;
- bring food or drink into the records area;
- remove any records from the records area;
- bring large bags, backpacks, or briefcases into the records area. These may be checked at the front desk. Staff may ask to inspect items in a researcher's possession upon his/her entering or leaving the records area.

8. In accordance with state and federal laws, some **ASBCE** records may not be open for public inspection. Details about which **ASBCE** records are restricted may be obtained from Amy Deavers.

9. If you have any questions about this access policy or need further assistance, please email public.records@chiro.alabama.gov

This policy was modified pursuant to EO No. 734.