

**Alabama Department of Economic and Community Affairs  
Records Request Form**

Please use this form to submit your request for records or information to the Alabama Department of Economic and Community Affairs (ADECA).

Please note that ADECA will charge the following fees before providing a substantive response to a request for records:

- For time intensive requests and standard requests determined by ADECA to take between one and eight hours, a fee of \$20.00 per hour for time spent locating, retrieving, and preparing records for production.
- For all requests, a fee of 50 cents per page for photocopies of records produced on standard 8.5"x11" paper. ADECA will notify the requestor with an estimate of the number of photocopies needed to fulfill the request and payment instructions prior to completing the request.

Amount you are willing to pay in processing fees without prior notice by ADECA: \$\_\_\_\_\_

ADECA will notify the requestor in advance of any fees likely to be incurred in excess of this amount.

Date of request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Firm/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list names of ADECA employees you have communicated with regarding this request.

\_\_\_\_\_

Please describe your request in detail. Include as much information as possible (subject, date or timeframe, individuals involved, project name/number, location, reason ADECA is believed to have records, etc.) If additional space is needed, please attach additional sheets to this form.