



## OPEN RECORDS FORM

Any Alabama resident desiring to inspect or take a copy of a public record from an Alabama Community College System entity shall submit a public records request by properly filling out this Open Records Form and properly delivering the Open Records Form to the public officer named below. 3or ldotson@gac

### INFORMATION REQUIRED

1. Date Request Submitted
2. For this request to be processed, you must provide a scan of reasonable proof of residency: (Alabama Driver's Identification Card, or other government-issued photo identification showing an Alabama address) and your contact information.
3. Identify the public records you are requesting. The requested public records must be specific. Do not respond to vague, and the public officer is not obligated to respond to requests for records that are not public records. A fee may be assessed for processing requests, and estimates of the cost of the records may be provided.

4. Provide your full contact information below.

Full Legal Name: \_\_\_\_\_