

**550-X-10-.01 Request Public Records From The Board of Medical Scholarship Awards.**

Public records may be requested in writing using the Board's public records request form. Questions may be directed to the Executive Director. 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 550-X-10-.02. Records request will be categorized as either Standard records or Time-intensive records. The Board shall acknowledge all requests within two (2) business days of receipt. 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 of receipt. If the Board is unable to process the request 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 receipt. If the Board is unable to process the request within forty-five (45) days, the requestor will be notified by the Board within forty-five (45) days.

Author: Kelly Parker. and J. Matt Bledsoe

Statutory Authority: Code of Alabama 1975, Section §16-47-123.

History: Date Filed April 14, 2023; effective May 1, 2023; operative .

**550-X-10-.02 Fees For Public Records Request From The Board of Medical Scholarship Awards.** Document retrieval and preparation charges are \$20.00 per hour or any portion thereof. Copying of records will cost a fee not to exceed .50¢ per page. Notwithstanding the foregoing, the Board will charge to the requestor any actual costs incurred while processing or responding to a public-records request. Costs for a flash drive or other hardware necessary for electronically producing records, for special paper sizes, and for costs associated with searching electronic databases and all other costs will be charged to the requestor. The Board will notify the requestor of these actual costs prior to charging the requestor.

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