



Vaughn T. Poe, Executive Director  
 Teresa Hoffman, Assistant Executive Director

**OPEN RECORDS REQUEST FORM**

Please complete this form and email it to arec@arec.alabama.gov. If you have any questions about this form, please contact the Legal Division at 334-242-5544.

NAME AND TITLE OF PERSON REQUESTING RECORDS:

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NAME OF BUSINESS OR ORGANIZATION:

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DATE:

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CONTACT INFORMATION FOR PERSON REQUESTING RECORDS:

BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS OF BUSINESS/ORGANIZATION/PERSON:

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PURPOSE FOR WHICH INFORMATION IS REQUESTED:

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SEARCH TERMS:

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SPECIFIC DOCUMENTS:

An itemized list of all reimbursed expenses for the Executive Director, Division Director of Accounting, and Division Director of Education from January 1, 2021 to December 31, 2022.

Cell phone records for the Executive Director, Division Director of Accounting, and Division Director of Education from January 1, 2021 to December 31, 2022.