



KAY IVEY
GOVERNOR

State of Alabama Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883



JOHN Q. HAMM
COMMISSIONER

PUBLIC RECORDS REQUEST FORM

To conserve taxpayer-provided resources, there are policies and procedures governing the orderly production of public records for inspection and reproduction. **All Public Records Requests must be made in writing and submitted on this Public Records Request Form.** Read and follow the attached INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS before submitting this Form. Please complete all information in the fields provided (type or print).

Name of Requesting Party: Gabrielle Caplan
Organization Name: Independant
Mailing Address: 3966 Los Feliz blvd, Unit 10
City: Los Angeles State: CA Zip Code: 90027
Telephone Number: 9176870727 Mobile Number: _____
E-mail Address: gabycaplan@gmail.com
Inmate Name: _____ DOB: 30/01/95 SSN: 217436884
Description of Public Record(s) Requested: _____
Disciplinary records / incident reports regarding correctional officers at Holman Prison
2022-2024

Desired Form of Production: Electronic Copies Paper Copies Personal Inspection

The Alabama Open Records Act and related case law allows state agencies to require a reason be provided to show a direct, legitimate interest in the specific public records requested. Your statement should communicate a direct interest in the specific public records requested (e.g., "I am a student doing a paper on . . .") and should not be general statements of entitlement (e.g., "I am a taxpayer" or "It is a public document.").

Proposed Use of Public Records: I am a journalist looking into excessive force violations in prisons across America

A non-refundable, minimum Processing Fee of \$20.00 shall be due with submission of this Form and must be in the form of cashier's check or money order. See the attached Instructions for Requesting Inspection or Copy of Public Records for further information on costs and other conditions.

I have read the attached INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS and agree to the terms and conditions stated therein, including the requirement for advance payment of the minimum Processing Fee and payment of the final Actual Costs prior to production of the requested public records.

G. Caplan 02/02/24
Signature of Requesting Party Date of Request
GABRIELLE CAPLAN
Print Name

The ADOC recognizes and supports the right of Alabama citizens to inspect and request copies of public records in accordance with Alabama law. Many public records are available on the ADOC website: www.doc.alabama.gov. Therefore, please view the website prior to submitting this Form as your request may be satisfied by the information already publicly available.

**INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS
READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.**

Alabama law makes public records available for personal inspection and/or copy by Alabama citizens, subject to exceptions specified by law (see §§ 36-12-40 and -41, Ala. Code 1975). These exceptions generally direct that certain information is privileged or confidential and shall not be disclosed. In the interest of efficiency and conservative economy of taxpayer funds, the following procedure has been established to provide an orderly method for requesting inspection and/or copy of public records that are within the jurisdiction of the ADOC.

- 1) Complete the "PUBLIC RECORDS REQUEST FORM" and submit it to the ADOC as follows:
Alabama Department of Corrections
ATTN: Research and Planning Division/Public Records
P.O. Box 301501
Montgomery, Alabama 36130-1501

Submission of a properly completed Public Records Request Form may be done via e-mail to public.records@doc.alabama.gov, via hand-delivery to the ADOC Central Office at 301 S. Ripley Street, Montgomery, Alabama 36104, or via U.S. Mail to the post office box listed above. No Public Records Requests made via telephone or fax will be accepted. A non-refundable \$20.00 Processing Fee will be assessed for all Public Records Requests, and payment must be included in the form of a cashier's check or money order with the submission of the Public Records Request Form.

2) All properly submitted Public Records Requests will be acknowledged within two (2) business days from receipt. The acknowledgment of receipt may include a reminder to submit the Processing Fee, request clarification of a vague or overly broad request, or notify the requestor that the Public Records requested are not prepared, maintained, or received by the ADOC in the course of normal operations of ADOC.

Standard Requests: Unless extended, a completed response fulfilling or denying a Standard Request will be made within 15 business days of acknowledging receipt of the request.

Time-Intensive Requests: Within 15 business days of acknowledging receipt of the Time-Intensive Request, the requestor shall be notified of the following: That the request qualifies as a Time-Intensive Request and the reason(s) why; the estimated Actual Cost to fulfill the Time-Intensive Request; and that the requestor may elect to proceed with the Time-Intensive Request or may withdraw the Time-Intensive Request and submit a Standard Request instead. In this case, the Processing Fee would transfer to the new Standard Request. Unless extended, a completed response fulfilling or denying a Time-Intensive Request must be made within 45 business days of receiving the requestor's election to proceed with the Time-Intensive Request.

3) As soon as the requested Public Records are located and assessed for Actual Costs of production, ADOC will provide the requestor with an itemized invoice reflecting the estimated Actual Costs, for both Standard Requests and Time-Intensive Requests. The requestor will then have the option to either agree to pay the estimated Actual Costs or withdraw the Public Records Request and not receive the Public Records. Upon completion of production, ADOC will provide the requestor with an itemized invoice reflecting the final Actual Costs. No Public Records will be made available to the requestor until the Research and Planning Division receives full payment of the total final Actual Costs in the form of a cashier's check or money order. The following are the detailed costs involved in processing Public Records Requests:

1.	Non-Refundable Processing Fee:	\$	20.00 (includes the first hour of labor)
2.	Labor:	\$	20.00/hour after the first hour
3.	Black & white copies (8.5" x 11"):	\$	0.50/page
4.	Certifications:	\$	0.50/page
5.	Computer disc:	\$	5.00/each
6.	Jump drive:	\$	15.00/each
7.	Other hardware:	\$	TBD
8.	Postage:		Calculated at current rate

4) The method of storage of Public Records dictate how they are produced. While Public Records **may** be available for personal inspection, certain Public Records are available for copying only. If the requested Public Records are available for personal inspection, ADOC will notify the requestor when those Public Records will be available. Once notified, the requestor should contact the Research and Planning Division to schedule an appointment to personally inspect the Public Records at the location where those Public Records are maintained. Appointments to personally inspect Public Records are available between 9:00 A.M. and 3:00 P.M., Monday through Thursday, except for holidays. Upon personal inspection, the requestor may identify and request copies of specific Public Records, which will be provided subject to the payment of Actual Costs.