

RESOLUTION

BE IT RESOLVED by the SEDA Board of Directors that the following policy with regard to inspection and copying of public records of SEDA be and it is hereby approved:

INSPECTION AND COPYING OF PUBLIC RECORDS

It is the policy of SEDA that every citizen has the right to inspect and obtain a copy of its public records pursuant to Alabama law. The following rules and procedures shall apply in the administration of this policy.

1. Definition of "Public Records". The definition of "public records" shall be as defined by Alabama statutes and case law. Likewise, exceptions to public records shall be defined by Alabama statutes and case law, as well as federal law. By way of example, public records shall include financial audits, designation of governmental financial supporters and the amounts contributed by each, designation of private financial supporters and the aggregate amount contributed, approved Board minutes of all SEDA meetings and compensation paid to SEDA employees.

2. Application of Inspection and/or Copying of Public Records. Any citizen desiring to inspect and/or obtain a copy of public records shall make application at the SEDA office. A copy of the application form is attached to this policy.

3. Time, Place and Cost of Inspection/ Copying of Public Records. Inspection and copying of public records shall take place at the SEDA offices. The SEDA office staff shall make available the requested public records in a timely manner and not later than one (1) week of the date of receipt of the required application. The citizen making the request shall be notified of the exact time the inspection is to occur. The citizen making the request must agree to keep the records in the exact order as presented. If copying of records is requested, the citizen desiring the copies shall mark in the required manner the records to be copied. Payment of a fifty cent (.50) per page copying fee shall be made prior to the records being copied. Upon payment and within three (3) business days thereafter (provided the request is not unreasonably burdensome) a copy of the records shall be made and furnished to the citizen making the request.

4. Disputes. In the event there is a dispute of whether or not the request for inspection and/or copying of public records is valid or whether the requested record(s) is (are) "public record(s)", the Executive Committee shall make a final decision and, in its discretion, obtain a legal opinion on the issues involved.

5. Administration of Policy. The Executive Director is charged with the implementation and administration of this public records policy.

6. Notification of Policy. The Executive Director is hereby directed to make a copy of this policy available on SEDA's website, to post the policy at the SEDA offices and to provide copies for posting at the offices of the Lauderdale County Commission and the Colbert County Commission

Upon motion made and duly seconded, and after full discussion, the foregoing resolution was unanimously approved.

PASSED and ADOPTED this the 14th day of June, 2005.

Shoals Economic Development Authority

By:



Jack Johnson
Treasurer of the Board