

## PUBLIC NOTICE

### POLICY OF THE ALABAMA STATE HEALTH PLANNING AND DEVELOPMENT AGENCY FOR RELEASE OF INFORMATION IN THE STATE HEALTH PLANNING AND DEVELOPMENT PROGRAM

It is the policy of the Alabama State Health Planning and Development Agency to make available to the public for inspection and/or copying, records and data prepared or received in connection with the State Health Planning and Development Agency's performance of its functions under Section 22-21-260 through 22-21-277 Code of Alabama, 1975, and the *Alabama Certificate of Need Program Rules and Regulations*. Any request submitted in accordance with the procedures specified below shall be filled by the SHPDA staff.

Copying of project files can only be done after an application has been deemed complete by a Health Planner. Transcripts are no longer available for copying. Excepted from public disclosure and access are personnel records, data and/or materials relating to judicial proceedings.

Requests for inspection and/or copying of records and data shall be submitted in writing to the Executive Director, State Health Planning and Development Agency, P.O. Box 303025, Montgomery, Alabama, 36130-3025 or by email to, [Nicole.Horn@shpda.alabama.gov](mailto:Nicole.Horn@shpda.alabama.gov) or [Deborah.Compton@shpda.alabama.gov](mailto:Deborah.Compton@shpda.alabama.gov). For data request notify [Bradford.Williams@shpda.alabama.gov](mailto:Bradford.Williams@shpda.alabama.gov).

Requests shall include the following information:

- (1) The date of the request;
- (2) The name, address, and telephone number of the person making the request;
- (3) State that you agree to pay the cost of copying, research and staff time charges;
- (4) A description of the specific data and/or materials being requested.

Inspection and/or copying may be accomplished during the Agency's normal working hours; i.e., 8:00 a.m. – 5:00 p.m., Monday through Friday.

Printed materials will be reproduced at a cost of one dollar per page, five dollars per one hundred pages for staff time and ten dollars per hour for research. Scanned materials if available, can be emailed for a cost of two dollars per page, plus staff time and research cost. Requests for materials will generally be filled within ten (10) working days of receipt. If the request cannot be filled within this time frame or the data and/or materials are unavailable to SHPDA, the requestor will be notified with ten (10) working days. In addition, SHPDA retains the right to invoke a minimum five (5) day written notice requirement for any request.