



Mobile County PUBLIC SCHOOLS

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1 Magnum Pass, P.O. Box 180069, Mobile, Alabama 36618

Superintendent Chresal D. Threadgill

Public Records Request Acknowledgement

Please accept this letter as the acknowledgement of receipt of the Board of School Commissioners of Mobile County, Alabama of your public records request. The information checked below is provided in connection to your request to inspect public records.

Requestor Name: _____

Brief Summary of Records Requested: _____

Date Request Received: _____

Date of MCPSS Acknowledgement: _____

___ It does not appear that you are an Alabama resident and as such are not eligible for the records requested.

___ The records requested will be made available for inspection review at our offices on _____ at _____ am/pm. Our offices are located at One Magnum Pass, Mobile, Al 36618. Please follow the signs to the Human Resources Department and check in with the receptionist. If this time and date are not convenient for you, please respond by email with an acceptable time and date for your review/inspection.

___ The records requested will be made available for your inspection / review upon the payment of a reasonable, specified fee. The fee requested is _____. The rationale is _____.

___ Your request to inspect public records is denied for the following reasons:

___ Your request to inspect public records is denied on the grounds that the requested public records do not exist within our custody or control.

___ Your request to inspect public records is denied for your failure to substantially complete the standard request form.

___ Your request to inspect public records is denied for your failure to substantially comply with the written procedures established for such request.

___ Your request to inspect public records is denied because the records sought are not public or are exempt from disclosure.

___ An additional fifteen (15) days is required to evaluate and review your request to inspect public records.

___ Your request is determined to be a **Time-Intensive** request (one that would take more than eight (8) hours of staff time to process considering the time needed to identify and retrieve any responsive records and any time needed to redact or take other measures necessary to withhold legally protected information. Additional fees are required before a substantive response may be provided. The additional fees required to be paid in advance are _____ and the justification is _____.

_____.

You may withdraw this request and submit a new request that is not a time-intensive request. If you elect to proceed with your request, we shall provide you with a substantive response within 45 days of your notification in writing (submitted at openrecords@mcpss.com) that you wish to proceed with your request. If we do not hear from you within 5 business days after your receipt of this document, your request will be deemed withdrawn.

Explanation of Fees. The cost of copies is \$0.25 per page. Fees are due whether the records are provided by electronic format or on paper. No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. Charges for requests requiring more than 30 minutes of staff time will be charged at the rate of \$50/hour. After the first 30 minutes, time will be computed on the basis of quarter hours, rounded up. Labor charges are in addition to the per page cost specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure. A deposit may be required when it is determined that more than 30 minutes of staff time will be needed to respond to a request. If the final cost is less than the deposit, the difference will be refunded. IF the final cost is greater, the additional cost must be paid prior to delivery or review of the records.

Respectfully submitted, this the _____ day of _____, 2025.

Bryan Hack