RESOLUTION OF THE
TUSCALOOSA COUNTY ROAD IMPROVEMENT COMMISSION, INC.

RESOLUTION NO. 27-002

AUTHORIZING PUBLIC RECORDS POLICY

RECITALS: The Tuscaloosa County Road Improvement Commission, Inc., a public corporation ("TCRIC"), occasionally receives request for inspection or production of its records. TCRIC desires to adopt a policy regarding its response to such requests.

NOW, THEREFORE, THE RECITALS CONSIDERED, BE IT RESOLVED by the members (collectively, the "Commission") of TCRIC as follows:

(1) FINDINGS: The Commission hereby finds and determines that:

(a) The members of TCRIC are the governing board of TCRIC.

(b) TCRIC reincorporated under Act 2021-408 of the Alabama Legislature, now codified in Sections 11-81-260 to -279 of the *Code of Alabama* (1975) (the "Authorizing Statute").

(c) TCRIC has the authority under the Authorizing Statute to adopt policies and procedures.

(d) The matters addressed in the Public Records Policy (the "Policy") in the form attached hereto as Exhibit A are appropriate and consistent with the purpose, goals, and discretion of TCRIC.

(2) MEMORANDUM OF UNDERSTANDING: The Policy in the form attached hereto as Exhibit A is approved by the Commission.

(3) FURTHER AUTHORIZATION: The officers, agents, and representatives of TCRIC are hereby authorized, directed, and empowered to cause TCRIC to meet its obligations under the Policy without necessity for further action by the Commission.

(4) ANCILLARY ACTIONS AND DOCUMENTS: The officers of TCRIC, or any of them, are authorized, directed, and empowered to take such other actions and to execute, deliver, attest, seal and (as and if appropriate) file for record in appropriate public offices for and on behalf of TCRIC for and in the name and behalf of TCRIC such other and further documentation as such

officer determines, in such officer's discretion, to be necessary, helpful, convenient, or desirable in order to give effect to, carry out and consummate the Policy.

(5) EXERCISE OF DISCRETION: The exercise of discretion by any officer of TCRIC shall be conclusively presumed by such officer's execution or delivery of any document incidental hereto.

IN WITNESS WHEREOF, the undersigned has caused this Resolution to be dated effective as of November 16, 2026.

TUSCALOOSA COUNTY ROAD IMPROVEMENT COMMISSION, INC.

By: _____
Dale Phillips
Its Chairman

ATTEST:

By: _____
Judge Ward D. (Rob) Robertson, III
Its Secretary

EXHIBIT A

[Form of Policy Attached]

TCRIC

Tuscaloosa County Road Improvement Commission

Public Records Policy

It is the policy of TCRIC to provide residents with public records upon request, subject to their payment of reasonable fees, to applicable laws protecting sensitive information, and to the interest of the general public in having the business of TCRIC carried on efficiently and without undue interference.

Alabama residents may request to inspect and take a copy of public records maintained by TCRIC by submitting a completed Public Records Request Form. TCRIC requires the requesting resident to provide reasonable proof of residency, like an Alabama driver's license or other state-issued ID.

TCRIC strives to respond as promptly as possible to all public records requests from Alabama residents while ensuring the office's functions and responsibilities under state law are accomplished efficiently. The requesting resident must clearly identify the records being sought with reasonable specificity. The nature of the records request will dictate how promptly TCRIC responds. TCRIC will not create new records or respond to requests that it considers too broad, vague, or ambiguous.

The type and volume of records requested will determine the availability, cost, and time required to process a public records request. Requests that can be completed by producing responsive records kept in the normal course of business will be available more quickly. Further, requests made that clearly identify a specific, discrete document or record will be processed more quickly than requests requiring substantial staff time to search, locate, review, and produce. Requests that require staff to take measures to redact or otherwise withhold legally privileged, protected, or confidential information will likely take substantial time to process.

To the full extent permitted by law, TCRIC charges reasonable fees in connection with processing public record requests. TCRIC currently charges a fee of $1.00 per page to produce copies of public records for residents using TCRIC employees, equipment, and other resources. Requesting residents are additionally responsible for any outside costs incurred by TCRIC for providing copies of requested records.

TCRIC will notify the requesting resident in advance of the fees likely incurred as a result of the request. As soon as requested public records are located and assessed by the office, a cost estimate will be provided to the requesting resident, as applicable. Upon receipt of payment, the office will promptly provide responsive records. Requesting residents may request hard copies produced on paper or electronic copies.

Many records maintained by TCRIC are available online through its website: https://www.tcric.org/. These records may be accessed, inspected, and obtained electronically by any member of the public at any time at no cost.

TCRIC may deny a request that is purely speculative or unduly interferes with a public officer's duties. In addition, there are other exceptions to the records that TCRIC will provide. These exceptions generally prevent the disclosure of privileged or otherwise protected information and communications, including that which could potentially compromise the security of TCRIC facilities, systems, or software. Those exceptions include, but are not limited to, the following:

- Sensitive identifying information (*example:* social security or driver license numbers).

- Work notes.
- Documents subject to the attorney-client privilege or other applicable privilege.
- Documents not requested for a legitimate purpose.
- Requests causing undue interference or hindrance in the discharge of a public officer's duties.
- When speculation or idle curiosity is the sole purpose of the request.
- Recorded information received in confidence by a public officer.
- Sensitive personnel records.
- Information received by TCRIC in confidence and records the disclosure of which would be detrimental to the best interests of the public.
- Confidential business information, financial data, trade secrets, and other proprietary information.
- Certain records related to the TCRIC's procurement of services and supplies including commercial or financial information designated as confidential by a third party and evaluative documents, bids, or proposals prior to an award.
- Documents requested by out-of-state residents.

TCRIC strives to balance residents' interest in knowing what TCRIC is doing in the discharge of public duties against TCRIC's interest in carrying out its business efficiently and without undue interference when deciding whether to disclose such records. When a single record contains both exempt and non-exempt material, TCRIC may redact the exempt material.

NOTICE TO NEWS MEDIA: Accommodation of a deadline schedule will be attempted to the extent that current TCRIC workload will permit. Fees and requirements for public records related to a media inquiry will not be waived by TCRIC.

TCRIC
Tuscaloosa County Road Improvement Commission

Public Records Request Form

You may complete and submit this form to make a general public records request. All fields must be completed with accurate information for your request to be processed. This form is for requesting public records from TCRIC. If you are looking for public records from another entity, you should contact that entity directly.

Requestor's Contact Information

Title: _____ Full Name: _____

Organization: _____ Position: _____

Daytime Phone: _____ Email Address: _____

Are you an Alabama resident? _____ (Yes/No) Are you a Tuscaloosa County resident? _____ (Yes/No)

Do you have an Alabama Driver License? _____ (Yes/No)

License Number: _____ Issue Date: _____

If you do not have a Driver License, do you have another government issued ID? _____ (Yes/No)
[for example, non-driver ID cards, U.S. passports, U.S. passport cards, or U.S. military ID cards]

Type of ID? _____ ID Number: _____

Current street address (do not use a P.O. Box): _____

City: _____ County: _____ State: _____ Zip: _____

Payment of Fees

The type and volume of records requested will determine the availability, cost, and time required to process a public records request. Requests made that clearly identify a specific, discrete document or record will be processed more quickly than requests requiring substantial staff time to search, locate, review, and produce. Requests that require staff to take measures to redact or otherwise withhold legally privileged, protected, or confidential information will likely take substantial time to process. TCRIC currently charges a fee of $1.00 per page to produce copies of public records for residents using TCRIC employees, equipment, and other resources. TCRIC will notify the requesting resident in advance of the fees likely incurred as a result of the request.

The amount I am willing to pay in processing fees without prior notice by TCRIC: $ _____.

Specific Records Requested

Describe the requested records below *[attach separate sheets if needed]*. Be as specific as possible. Overly broad requests may qualify as time-intensive requests and will take longer to process:

_____

_____

_____

Method of Delivery

I would like to: **(Check Only One)**

_____ receive responsive records electronically at the email address provided above.

_____ receive responsive records by U.S. Mail at the address specified above.

By my signature below, I hereby agree to the terms and conditions applicable to obtaining public records from TCRIC including the requirement for advance payment and further swear or affirm, to the best of my knowledge, that all information provided by me on this form is accurate, true, and correct. A true, complete and legible copy of my government-issued identification is attached.

Signature: _____ Date: _____, 20_____