



Matthew Wade
Sheriff

OPEN RECORDS REQUEST INFORMATION

Calhoun County Sheriff Matthew Wade believes that our office should be open, honest, and transparent. Additionally, he is committed to fulfilling his legal obligation to protect individual privacy, public safety, the integrity of the case, and the public interest by preventing disclosure of nonpublic information. Therefore, this office has established a procedure to best comply with open records requests.

Once our office receives a request for records, we conduct a preliminary review and search for the documents requested. After the documents are identified, personnel from our office will review the content of those records to determine if it is lawful to disclose. Our office will then send you a letter informing you what, if any, costs are associated with your request. Once payment is made, if necessary, our office will retrieve, copy, and redact the requested records and mail them to you.

Under Alabama law there are several exceptions to the Open Records Act. Those exceptions include, but are not limited to, the following:

- Juvenile Records
- Information Concerning Children
- Youthful Offender Records
- Grand Jury Records
- Hospital/ Medical Records
- Parole and Probation Reports
- Criminal History Information
- Identifying Information (ex. SSN's or Driver License Numbers)
- Unexecuted Arrest Warrants
- Expunged Records
- Work Notes
- Law Enforcement Investigative Reports and Related Investigative Material, Including Dash Camera and Body Camera Video
- Information in Open Cases
- Documents Requested by Out of State Citizens
- Documents Not Requested for a "Legitimate Purpose"

Additionally, if your request is for filings, orders, or dispositions available on Alacourt, you will need to contact the Calhoun County Circuit Clerk's office. If you have any questions concerning the Open Records process, please contact our office.