As you know, Auburn University (AU) and Auburn University at Montgomery (AUM) are subject to the Alabama Open Records Act. This Act provides the right to inspect and take a copy of any public writing of the state. A public writing is any document that is reasonably necessary to record the business or activities of a public officer. Although the Act itself identifies only a few exceptions, subsequent Attorney General opinions and case law have further defined various exceptions to disclosure.

In order to ensure that all Open Records Act requests are managed consistently and in accordance with applicable laws and University policies, as those may change from time to time, an official Open Records Act process has been established for AU and AUM. Any AU or AUM employee who receives a request for public records should promptly forward that request to the Open Records Officer at openrecords@auburn.edu. The Open Records Officer will review requests, seek clarification or modification from the requestor as appropriate, and work with units to gather responsive information. Responsive information will then be reviewed to determine whether it is subject to production under applicable law and policy prior to being forwarded to the requestor. All requests and responses will be appropriately logged and documented by the Open Records Officer.

In order to assist with this transition to a streamlined Open Records process, please communicate these procedures with those in your unit who may receive records requests. Please call me if you have any questions.