

SECTION 24 RECORDS AND FEES

I. RECORDS - GENERAL

Records documenting investigations and subsequent findings of those investigations of deaths reported to the Shelby County Coroner's Office are prepared, stored and made available for appropriate and legitimate requests. The Shelby County Coroner's Office is the sole record repository. All reports, investigative findings, images and any other material gathered during a death investigation shall be maintained within accordance of the guidelines in this section.

Various reports are prepared to assist in determining cause and manner of death. The Report of Death is prepared by the Deputy Coroner assigned to the case. The autopsy report is prepared by the designated pathologist following a postmortem examination. The toxicology report is prepared by a qualified laboratory at the request of the Shelby County Coroner's Office. The toxicology report reflects results of only those tests requested.

Records within case files obtained from other agencies, including, but not limited to, hospitals, mental health facilities, law enforcement agencies or physicians' records shall not be released by the Shelby County Coroner's Office. Those documents must be requested from the primary source of the record.

II. RETENTION

All investigative files are held in perpetuity. Reports, images and test results prepared by or requested by the designated pathologist in fulfilling the agreement between Shelby County and the designated pathologist shall become property of the Shelby County Coroner's Office.

Per Code of Alabama 36-12-20 - if the office is vacated all records pertaining to the office must be delivered to the qualified successor. Log in information and access shall be given when qualified successor assumes office. All records and property resulting in the daily running of the office, belongs to the office itself, not the Coroner or Deputy Coroner.

III. FEES

The primary next of kin may receive one copy of the Autopsy Report including the toxicology report at no charge. The primary care physician, the hospital where the death occurred, the law enforcement agency of record and the District Attorney may receive one copy of the Autopsy Report and supporting documents at no charge. The Shelby County Coroner's Office requests all copies of files to be sent electronically.