

REQUEST FOR PUBLIC RECORDS

The City of Chickasaw, Alabama

c/o Mayor, Barry Broadhead and City Clerk, Jessica Veals

224 North Craft Highway

Chickasaw, AL 36611

jveals@cityofchickasaw.org

Pursuant to the Code of Alabama 1975, Article 3, Inspection and Copying of Records, section 36-12-40, "Every citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute." The fee schedule to obtain copies of records and/or to inspect records and the statement of general public records policy are incorporated and herein and attached hereto. Please read carefully before submitting your records requests or making inquiries.

Your name _____ Date _____

Address _____

City/State/ Zip Code _____

Phone Number _____ Email _____

Purpose of Request _____

This form may be submitted to the Mayor's office in care of the Mayor, Barry Broadhead and/or the City Clerk, Jessica Veals or department that maintains the requested records. This form may be submitted in person, by email, or courier service. If additional information is requested, a records representative will contact you after receipt to secure additional information. *Do not remit payment until you have been advised of the fee amount.* Allow for a sufficient and reasonable time period for records to be made available for inspection or copying. The time will include making available staff that may be limited due to performance of critical day-to-day work assignments. In some cases, approved identification may be required when requesting records in order to determine legitimate inspection privileges and to safeguard privacy rights or citizens.

Description of records requested. (Please be as specific as possible, using names, record title, function of record, record date, and any other information that you feel will expedite your request. Please also identify the City department or office that maintains the requested records. Only one request item per request form. If needed, use additional pages for description. (It may be necessary to redirect sensitive information from the complete records request that is returned you.):
