



REQUEST FOR PUBLIC RECORDS

The City of Chickasaw, Alabama

c/o City Clerk

224 North Craft Highway

P.O. Box 11307

Chickasaw, AL 36671

Pursuant to the §36-12-40, Code of Alabama 1975, "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 the City's public records policy are incorporated herein and attached hereto. Please read carefully before submitting your records requests or making inquiries.

Requestor's Name: _____ Date: _____

Address: _____

City/State/Zip code: _____

Phone Number: _____ Email: _____

Purpose of Request: _____

This form may be submitted to the City Clerk's office at the above address. This form may be submitted in person, by email, or courier service. If additional information is required, 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 of citizens.

Description of records requested.

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. Also identify the City department or office that maintains the requested records. Use a separate form for each item requested. Only one requested item may be submitted per request form. If needed, use additional pages for description. (The City may redact sensitive information from the completed records request that is returned to you.)

PUBLIC RECORDS REQUEST PROCEDURES
CITY OF CHICKASAW, ALABAMA

1. **Definitions:**

(a) "Public Records" includes written, typed or printed books, papers, letters, ordinances, resolutions, reports, records, pleadings, exhibits, documents and maps made or received by municipal public officials, employees, committees or board members in the normal course of conducting business on behalf of the City of Chickasaw.

(b) "Confidential Documents" includes records, papers, letters and other written documents concerning the good name and character of individuals; internal personnel matters; W-2 forms; matters of a personal nature where disclosure would constitute a clearly unwarranted invasion of privacy; trade secrets; commercial and financial information obtained in confidence and/or which is privileged or which, if revealed would interfere with the efficient operations of municipal government; pending criminal investigations; investigatory records of law enforcement agencies which, if revealed, could be life threatening, harmful to the public, or prevent the accused from receiving a fair trial; recorded information received by a public officer in confidence; "work product" generated by the City Council Attorney, City Attorney, any Assistant City Attorney, or any other lawyers providing legal services to the City of Chickasaw; and other records the disclosure of which would be detrimental to the best interests of the public may not be subject to public disclosure.

2. **Custody of Records:** Members of the public may, either orally or in writing, set up an appointment to view municipal "public records" during normal City of Chickasaw business hours, but under no circumstances may "public records" be removed from the custody of the custodian of the records in question.

3. **Supervised Inspection:** There is no charge to inspect records that are routine in nature and require nominal clerical time to locate or provide minimal supervised inspection. Extended supervision cost and time scheduling are calculated by multiplying the hourly wage of the supervising City employee by the time spent supervising the inspection of the records.

4. **Form of Requests:** Requests for copies of municipal "public records" must be in writing and must describe with some degree of certainty the documents requested.

5. **Charges for Copies:** Copies of "public records" which are maintained in the normal course of municipal business and which involve no research or extra labor time on the part of the City will be provided at a charge of 50 cents (\$0.50) per one-sided document (page) for duplicated copies of not more than 8 inches by 14 inches. For two-sided documents (pages) of up to 8 inches by 14 inches, the charge to duplicate both sides will be 50 cents (\$0.50) per side. All paper copies will be produced in black and white only. Color copies will not be produced. For documents produced in electronic format there will be a charge of \$8.00 per media unit (CD, Flash Drive and E-mail, etc.) plus a charge of 10 cents (\$0.10) per document (page) provided in the media unit. An additional reasonable charge may be assessed for copies of municipal maps or where otherwise posted.

6. **Additional Charges:** Copies of "public records" which: a) require more than 15 minutes to locate and/or copy or b) are not easily retrievable because the documents are not regularly maintained in the normal course of business or c) necessitate the use of municipal computer time, and which therefore require research and extra time of City employees to compile will be charged

an additional administrative fee, which will be calculated by multiplying the hourly wage of the City employee by the time spent searching for and/or copying the requested records.

7. Certified Copies: Certified copies of "public records" shall be available at the additional rate of \$5.00 per certified copy.

8. Time to Respond: The City will make a reasonable attempt to promptly respond to lawful copying and/or research requests of "public records" by notifying the requesting person of the anticipated charges within one week of receipt. Requests for "confidential documents" shall be denied in writing by the City within 10 days of receipt of the request. Time extensions are authorized where necessary.

9. Payment: No documents will be released until the City of Chickasaw has received payment for the "public records" and/or research services requested. Once payment in full has been received, the City will make a reasonable attempt to provide the documents within one week of payment.

10. Unreasonable Requests: Requests for "public records" which are unduly burdensome, time-consuming, and those which are intended to harass the City of Chickasaw, or any City employee or agent, will be subject to limitation by the City, time extensions, and/or denial of the documents.

11. Burden and Expense: The Alabama Public Records Law does not authorize a citizen to shift to the custodian of public documents the tasks of inspecting documents and identifying the ones to be copied or the expense of copying those and does not require the custodian to undertake the burden and expense of mailing or otherwise delivering the copies. The burden and expense of copying the writings and taking the copies must be borne by the requesting citizen or his or her agent as provided by law.

12. Creation of Documents or Information: Creation of documents or reports upon request is not the responsibility of City personnel nor is it required that they provide more information than what is contained in existing documents or information systems.

By signing this request, I acknowledge that I have read, understand and agree to all of the above terms and conditions.

_____ (Signature of Requesting Person)

_____ (Printed Name)
_____ (Date of Submission of Request)

FOR OFFICE USE ONLY: NUMBER OF COPIES _____ **X \$0.50 PER PAGE = \$** _____

POSTAGE _____ **+ OTHER OFFICE FEES** _____ **= \$** _____

TIME SPENT X HOURLY WAGE _____ **= \$** _____

TOTAL = \$ _____

DATE REQUESTOR NOTIFIED OF COST: _____

DATE PAID IN FULL: _____

DATE MAILED OR DELIVERED: _____