

**REQUEST FOR PUBLIC RECORDS**

The City of Jemison  
c/o Vicki Potts, City Clerk  
P. O. Box 609  
Jemison, AL 35085  
[vpotts@jemisonalabama.org](mailto:vpotts@jemisonalabama.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 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 City Clerk's office, in care of the City Clerk 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.** (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 allowed per request form. If needed, use additional pages for description. (It may be necessary to redact sensitive information from the completed records request that is returned to you.)

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## RECORDS DUPLICATION AND ACCESS FEE SCHEDULE

Please read before submitting your request.

This fee schedule covers duplicating paper copies of records, when the original record is paper or electronic. Scanning and submitting electronically shall be the same cost per document (page.)

### **Duplicating Fees for Routine/Standard Records Requests:**

The following fees shall apply to all standard business documents of not more than 8 ½ inches by 14 inches which are contained within filing systems that are used in the normal business process of City departments. These records would require nominal clerical time to locate, duplicate or provide access:

(a) 25 cents per one-sided document (page) for duplicated copies of not more than 8 ½ inches by 14 inches. For two sided documents (pages) of up to 8 ½ inches by 14 inches, the charge to duplicate both sides shall be 50 cents.

(b) All copies will be produced in black and white only. Color copies will not be produced.

(c) 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 will be based on an individual basis.

(d) Do not pre-pay. We will advise you of the total fee amount for your request, once it is prepared. The records will not be released until full payment is received.

(e) Certified funds, cash or money orders are accepted forms of payment. No credit card payments are accepted.

(f) Allow sufficient and reasonable time for records to be made available for reproduction or inspection.

### **Duplicating and Access/Research Fees for Non-Routine Records Requests or Use of Information Technology Resources:**

If the nature or volume of public records requested to be inspected or copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, then the City may require payment of a surcharge in addition to the routine duplication fee. This charge shall be reasonable and based on the cost incurred for such extensive use of information technology resources and labor cost, including inspection and supervision of the personnel providing the service that is actually incurred by the City. This also includes using computing resources for generating records when records have been archived off-line and are not readily accessible. The City reserves the right to refuse requests to produce or provide records or reports not already being produced in the normal course of business or to provide them in a different format.