

PUBLIC RECORD REQUEST

TO: _____ Department - City Clerk of the City of Phenix City, Alabama.

The undersigned wishes to examine the following public records of the City of Phenix City.

The purpose of this examination is: _____

I recognize that the city must provide security of public records and must make available an employee of the city during the examination of such records. I understand there is a charge for requested copies, as set forth in the schedule below. I agree to pay the fee for the copies as this policy sets out. A search fee of \$2.50 will be charged for search time in retrieving the requested documents at time of request.

Signature

Name Printed

Address

City

State

Zip

Phone number

Date copies received/records examined

RESPONSE TO PUBLIC RECORD REQUEST

You may come to our office at _____ o'clock a.m. / p.m. on _____ to review the requested documents.

Date:

Approved by / Dept.

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Number of copies received _____

Cost _____ Receipt # _____

Description of copies received: _____

Remit to: City of Phenix City
Attn: _____ Dept.
601 12th Street
Phenix City, AL 36867
Telephone: (334) _____

Copies provided by _____

Title