
Approved

Denied

Received Date: _____

PUBLIC RECORD REQUEST
CITY OF PHENIX CITY, ALABAMA

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 attached Resolution No. 2020-108, 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 the time of request. The attached Resolution No. 2020-108 outlines all fees that may be charged based on the individual request.

Signature

Name Printed

Address

City State Zip

Phone Number

Email

RESPONSE TO PUBLIC RECORD REQUEST

Copies Received _____ Research Fee _____ Copy Fee _____ Electronic Fee _____

Transaction Fee (cards only) _____ **Total Cost** _____ Receipt No. _____

Remit to: City of Phenix City
Attn: _____ Dept.

Copies provided by: _____
Date Completed: _____

601 12th Street
Phenix City, AL 3867

RESOLUTION No. 2020- 108

WHEREAS, the City Council of the City of Phenix City, Alabama, recognizes and supports the public's right to inspect and get copies of public records from the City of Phenix City in accordance with the law and will make public records available for public inspection and copies on a reasonable basis to the policies established herein; and

WHEREAS, municipal records fall into different categories, most of which are available to the public for inspection and copying and some of which may not be. Law enforcement investigative reports and related investigative material are not public records under Code of Alabama §12-21-3.1. Similarly, E911 recordings are not public records under Code of Alabama §11-98-12. Also similarly, Alabama Code §40-2A-10 dealing with sales and use tax return information, has limited access to certain records; and

WHEREAS, all requests to review and/or inspect public records must be made in writing to the City Clerk's Office on the "Public Record Request" form; and

WHEREAS, in order to assure the efficient processing of a request to review and copy public records and documents, each department within the City of Phenix City is hereby requested to require all persons and/or organizations requesting access to any public records or documents to contact the City Clerk's Office and complete the form; and

WHEREAS, to defer the costs incurred by providing copies of any documents, a search fee of \$2.50 shall be paid at time of request, plus \$.50 for each page copied thereafter that is obtained from the department. For documents produced in electronic format, there will be a charge of \$8.00 per media unit (CD, Flash Drive and E-Mail, etc.) in addition to the search fee plus a charge of \$0.10 per document (page) provided in the media unit; and

WHEREAS all responses to request, inspect, or copy public records will be in a time and in a manner that will not interfere with the normal operation of the City or the job duties of the employee.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Phenix City, Alabama hereby adopts this policy and it shall become effective immediately.

PASSED, APPROVED AND ADOPTED this 7th day of April, 2020.

Eddie W. Lowe

MAYOR

R. M. Hardy

John B. ...

Vickie T. ...

William L. ...

MEMBERS OF THE CITY COUNCIL OF
THE CITY OF PHENIX CITY, ALABAMA

ATTEST:

Melony Lee

CITY CLERK