



P.O. Box 552 • Alexander City • Alabama 35011-0552 • (256) 329-6700

www.alexandercityal.gov

PUBLIC RECORDS REQUEST APPLICATION INSTRUCTIONS

This form is intended to provide a means for members of the public to obtain copies of public documents. Each applicant must complete this form, ensuring that information on how to contact the applicant be fully completed.

The City of Alexander City follows the State of Alabama guidelines for processing Public Records Requests.

EXECUTIVE ORDER NO. 734

For the full Executive Order please copy/paste this link in your browser: <https://governor.alabama.gov/newsroom/2023/01/executive-order-734/>

- Establishes improved response times based on the type of public records request being made:
 - A standard request is a public records request that seeks one or more very clearly identified documents that the agency determines would take less than 8 hours of staff time to process. Subject to modest extensions and the receipt of any required payment, the agency will be prepared to provide a substantive response within 15 business days.
 - A time-intensive request is a public records request the agency determines would take more than 8 hours of staff time to process, perhaps because the request itself is vague or overly broad or because substantial efforts will be required to locate documents or redact legally protected information. Agencies will give the requester an option to clarify and narrow the request. Subject to extensions and the receipt of any required payment, the agency will be prepared to provide a substantive response fulfilling or denying the request within 45 business days.
- Establishes a uniform fee schedule. Executive Order 734 cuts fees by providing that no per-page fee be charged for records provided electronically. The fee schedule is as follows:
 - Document retrieval and preparation: The agency may charge the requester up to \$20.00 per hour, including a standard, minimum fee of \$20.00, for time spent locating, retrieving and preparing records for production. The agency may not charge for legal review or redaction necessary to withhold legally protected information.
 - Per-page fees: The agency may charge a per-page fee of up to \$.50 for copies produced on standard 8.5×11 paper. This fee is not applicable for documents provided electronically.
 - Actual cost: The agency may also charge any actual costs incurred in processing a public records request if the requester is informed of the cost in advance of being charged. For example, the requester may be charged for a flash drive or other hardware necessary for electronically producing records, for special paper sizes and for costs associated with searching electronic databases.

Costs and Fees are to be paid by Money Order, Certified Check or Cash before they can be released.

To accommodate time-intensive requests, a non-refundable payment equal to half of the expected costs/fees is required before our staff can dedicate the necessary time to locate the documents.

Standing public requests must be completed each year. For example, if a request is approved in September it will be void as of December 31st and must be renewed prior to January 1st to continue to receive documents.

If you have any questions or concerns, please contact the City Clerk at (256) 329-6700.

REQUEST FOR ACCESS TO PUBLIC RECORDS

Please e-mail this form to cityclerk@alexandercityal.gov / Time-intensive requests must be hand delivered or sent certified mail (with payment)

The Alabama Supreme Court has held that a city may require a person making access to public records to fill out an application and give a reason for seeking the record. In addition, a municipality may set reasonable restrictions on the time and place of inspection. By proceeding with the completion of this form, you are consenting to abide by the terms and conditions outlined in Executive Order 734, as well as the fee structure established by the City of Alexander City.

The nature of your request will dictate how promptly we respond. If your request very clearly identifies a specific, discrete document you are looking for, we will respond more quickly than if your request requires substantial staff time to process. A request will require substantial staff time to process if it requires difficulty in identifying and retrieving documents or taking measures to redact or otherwise withhold legally protected information. The City is not required to create a document to comply with a request.

1. I request to review or obtain a copy of the following public records of the City of Alexander City. (Be as specific as possible)

2. The reason(s) I desire to review these records is: (you must give a valid reason*).

3. Email Address:

*The Alabama Supreme Court has held that the reason must be a valid reason and not speculative or idle curiosity, or such as to unduly interfere or hinder the discharge of the duties of the person responsible for locating and obtaining the documents.

Print Name

Signature

Address, City and State

Phone No.

Date Requested

INTERNAL USE ONLY

Date Received: _____

_____ Request Approved

_____ Request denied.

If denied, why?

Signature

Date