

PUBLIC RECORD REQUEST

TO: The City Clerk of the City of Arab, Alabama

The undersigned wishes to examine the following public records of the City of Arab (please print).

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 for in the attached schedule below. I agree to pay the fee for the copies as this policy sets out. A reasonable search fee may be charged for search time in retrieving the requested documents.

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.

City Clerk _____

Date: _____

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Number of copies received _____ Cost _____ Receipt# _____

Description of copies received:

Remit to: The City of Arab
Attn: City Clerk
740 North Main Street
Arab, Alabama 35016

Copies provided by _____

Title