

PUBLIC RECORD REQUEST

- [] TO: The City Clerk of the City of Arab, Alabama (All City Records other than Police)
- [] TO: Arab Police Department Records Clerk (Incident Reports, Collision Reports, etc.)

The undersigned wishes to examine the following public records of the City of Arab:

(Please print and be as specific as possible. The City is not required to respond to a vague or overly broad request or if records do not exist. Additionally extensive requests may increase the fees to cover the administrative and copying costs.)

I understand there is a charge for requested copies, as set forth in the attached schedule. 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. By signing below, you are certifying that you are an Alabama resident with standing to make the request pursuant to Alabama law.

Signature

Name Printed

Address

City State Zip

Phone Number

Email address

RESPONSE TO PUBLIC RECORD REQUEST

[] (Within 10 days of Request) The City acknowledges receipt of your request. Furthermore (within 15 days of acknowledgment) :

[] Your request is DENIED for the following reason(s): _____

[] Records responsive to your standard request are ready. You may come to our office at __ o'clock a.m. / p.m. on _____ to review the requested documents or pickup copies.

[] Your request has been determined to be a **time-intensive** request (taking longer than 8 hours to fulfill) and as such the City will require payment of an preliminary estimated fee as detailed below and the City will have up to 45 days to respond. **[Clerk – notate and track in log]**

City Clerk _____

Date: _____

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Estimated Cost \$ _____ Receipt# _____

Actual Cost \$ _____ Receipt# _____

Number of copies received: _____

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

Copies provided by _____