



Public Records Request Form

611 Chestnut Street NW, Hartselle, AL 35640

Please complete all information in the fields provided (type or print). Completed forms may be submitted by mail to Attn: Rita S. Lee – City Clerk - Controller, 611 Chestnut St NW, Hartselle, AL 35640; in-person; faxed to (256) 773-2257; or emailed to rlee@hartselle.org

Name (First and Last) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

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. A municipality has the right to charge a reasonable fee for making copies of the record. I understand that there may be fees associated with this request.

RECORDS REQUESTED:

Description of document(s) requested* _____

- Provide as much specific detail as possible so the City can identify the information you are requesting. You may attach additional pages if necessary

The person seeking access to Public Records may legally be required to show a direct, legitimate interest in the document(s) sought (Brewer v. Watson, 71 Ala.1882)). Statements should be specific (e.g. "Case records for employment background check") and should not be general (e.g. "I am a taxpayer" or "It's a public record").

Reason for request _____

By signing below, you indicate that you have read and agree with the "Terms & Conditions" attached to this document.

Signature _____

Date _____

Request Approved: _____

Request Denied: _____

TERMS AND CONDITIONS FOR HANDLING PUBLIC INFORMATION REQUESTS

The official Custodian of Records for the City of Hartselle is the office of the City Clerk-Controller. All access to public records must be requested through the City Clerk.

The purpose of the Open Records Act is to allow the public to monitor the way public officers discharge their public duties. However, not all records are public, such as confidential information, sensitive personnel records, records pertaining to pending criminal investigations, and records which if disclosed would be detrimental to the best interests of the public, as well as other categories of information that may not be appropriate for public disclosure.

The City of Hartselle is entitled to recover its cost of providing requested information and is obligated to institute such procedures as are necessary to protect the public records and ensure their continued integrity. To those ends, the following shall apply to all public information requests/subpoenas of any kind:

1. For reproduction of records the City will assess a per page charge for reproduction costs: there will be a flat fee of \$3.00 for all requests and there shall be an additional charge of \$.25 per page for documents consisting of 10 pages or more. If the applicant requests that the records be mailed or faxed, additional charges will apply to cover mailing costs and phone charges. An itemized bill will be given to the applicant with payment due prior to release of the records.
2. A research fee for employees' hourly rate of pay will be charged for the time spent by each staff member. Research time will be billed in 1/4-hour increments. Research fees can be waived by the Council and/or Mayor for good cause shown.
3. Returned check charges are equal to the current bank fee rate.
4. Reasonable public access shall be granted to view records under the supervision of a City employee designated by the City Clerk or in the City Clerk's office.
5. The City is entitled to require verifiable information as to the identity of the person requesting the records as well as of the person receiving such information.
6. All records must remain in the custody of the City employee at all times. As a measure to safeguard records, reproductions may not be made by anyone other than a City employee designated by the City Clerk.
7. All requests must be presented to the City Clerk on the City of Hartselle's Information Request Form and signed. The applicant's signature certifies that the applicant has read, understands, and agrees with the terms and conditions of the policy for handling public information requests.

Any request and/or subpoena served by the County Sheriff, certified mail, or hand delivered by an attorney (pertaining to a lawsuit, and/or claim) must be processed by the City Clerk of the City of Hartselle, the official Custodian of Records.