

REQUEST FOR PUBLIC RECORDS

The City of Montgomery, Alabama
Office of the City Clerk-Records Management Service
P.O. Box 1111
Montgomery, AL 36101-1111

(334) 625-3098, Office - (334) 625-2056, FAX - nransburgh@montgomeryal.gov

Pursuant to the Code of Alabama 1975, Article 3, Inspection and Copying of Records, section 36-12-40, "Every citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute." The fee schedule to obtain copies of records and/or to inspect records is specified on the reverse of this form. Please read carefully before submitting your records requests or making inquiries. **NOTE FOR 911 CALL REQUESTS:** A sworn affidavit must be submitted establishing the following: identity of the requestor, the legitimate relationship/interest of the requestor to the call or to the individual that the call was made by or on behalf of and requestor's right of access to such records for purposes of an investigation/ legal matter arising from the call. Contact this office for the proper legal affidavit form. Current government picture ID will be required along with a second form of identification as well. Should a requestor be unable to submit such an affidavit, a court order will be required before the 911 call information can be released by the Records Custodian. Ala. Leg. Act No. 201-502 § 1(a). **Please Use dark ink pen or type (No pencils). Do not pre-pay. We will advise you of the total fee amount for your request, once it is prepared.**

Your Name _____ Date _____

Address _____

City/State/Zip Code _____

Phone Number _____ Email _____

Purpose of Request _____

This form may be submitted in person, by facsimile, email, courier service or via USPS mail to the above address. If additional information is required, a records representative will contact you after receipt to secure additional information or advise you of the cost for prepayment or for a 50% deposit. *Do not remit payment until you have been advised of the fee amount.* Allow for a sufficient and reasonable time period for records to be made available for inspection or copying. The time will include making available staff that may be limited due to performance of critical day-to-day work assignments. In some cases, approved identification may be required when requesting records in order to determine legitimate inspection privileges and to safeguard privacy rights of citizens.

Description of records requested. Please be as specific as possible, using names, record title, function of record, record date, and any other information that you feel will expedite your request. Only one request item per request form. If needed, use additional pages for description. (It may be necessary to redact sensitive information from the completed records request that is returned to you.):

Important - Your signature is required for processing as an acknowledgement and agreement of the conditions stated:

► **Sign Here** _____

Records Duplication and Access Fee Schedule

(NOTE: This records request form does not apply to the Montgomery Municipal Court. Contact them directly.)

Please Read Before Submitting Your Request. This fee schedule covers duplicating paper copies of records when the original record is paper, microfilm or electronic. Charges for reproduction of records for the Police Department are not covered by the charges below. Contact the Police Departments for their statement of charges or visit their service counter at their location on Ripley Street.

Duplicating Fees for Routine/Standard Records Requests

The following fees shall apply to all standard business documents of not more than 8 ½ by 14 inches which are contained within filing systems that are used in the normal business process of City departments. These records would require nominal clerical time to locate, duplicate or provide access to:

- (a) \$5.00 Minimum/ base production fee.
- (b) 25 cents per one-sided document (page) for duplicated copies of not more than 8 ½ inches by 14 inches. For two sided documents (pages) of up to 8 ½ inches by 14 inches, the charge to duplicate both sides shall be 50 cents.
- (c) The City reserves the right to require a 50% deposit of the total costs for any requests. The balance will be due before delivery.
- (d) There is no charge to inspect records that are routine in nature and require nominal clerical time to locate or provide minimal supervised inspection. Extended supervision cost and time scheduling will be based on an individual basis.
- (e) **Do not pre-pay.** We will advise you of the total fee amount for your request, once it is prepared.
- (f) Checks or Money Orders are accepted for payment. Sorry, no credit cards.
- (g) Allow a sufficient and reasonable time period for records to be made available for reproduction or inspection.

Duplicating and Access/Research Fees for Non-Routine Records Requests or Use of Information Technology Resources

The term non-routine is defined as reproducing records which are not typically researched or reproduced in the normal course of business operations. If the nature or volume of public records requested to be inspected or copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, then the City may charge a special service charge in addition to the actual cost of duplication. This charge shall be reasonable and based on the cost incurred for such extensive use of information technology resources and labor cost, including inspection supervision, of the personnel providing the service that is actually incurred by the City. This also includes using computing resources for generating records when records have been archived off-line and are not readily accessible. *The City reserves the right to refuse requests to produce or provide records or reports not already being produced in the normal course of business or to provide them in a different format.*

- (a) Any record production that meets the foregoing definition will be subject to the actual cost, as described above, to reproduce.
- (b) If there is an additional cost for delivery of the documents, the charge shall be based on the actual delivery cost.
- (c) The City reserves the right to require a 50% deposit of the total costs on all requests of this nature. The balance will be due before delivery.
- (d) \$5.00 minimum/ base production fee.
- (e) 25 cents per one-sided document (page) for duplicated copies of not more than 8 ½ inches by 14 inches. For two sided documents (pages) of up to 8 ½ inches by 14 inches, the charge to duplicate both sides shall be 50 cents.
- (f) There is no charge to visually inspect records that are routine in nature and require nominal clerical time to locate or provide minimal supervised inspection. Extended supervision cost and time scheduling will be based on an individual basis.
- (g) Checks or Money Orders are accepted. Sorry, no credit cards.
- (h) **Do not pre-pay.** We will advise you of the total fee amount for your request, once it is prepared.
- (i) Allow a sufficient and reasonable time period for records to be made available for reproduction and inspection.