



PUBLIC RECORD REQUEST

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

The undersigned wishes to examine the following public records of the City of Southside.

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 forth in the 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. I understand documents received are not for public circulation and are being obtained for my personal informational use only.

Signature

Name Printed

Address

City

State

Zip

Phone number

Date copies received or records examined

RESPONSE TO PUBLIC RECORD REQUEST

REQUEST APPROVED

REQUEST DENIED

Reason Denied: _____

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 Southside
Attn: City Clerk
2255 Highway 77
Southside, AL 35907
256-442-9775

Copies provided by: _____

Title

The following rate schedule shall apply: (As approved by council 09/28/09)

- General copies (Ordinances, Resolutions, Minutes, Etc.) .50¢ per 8.5x14 page. Certification of copies provided will be an additional \$2.00 per page.
- Copies made for the general public from their original shall be .25¢ per regular 8.5 x 11 paper, .50¢ for 8.5 x 14, \$1.00 for 11x17.
- Municipal Court records shall be charged out at .50¢ per 8.5x11 or .75¢ per page for 8.5x14 and an additional \$2.00 per page if certified.
- Police and Fire reports shall be charged as follows:
 1. Police and Fire Reports \$10.00 * Certified copies \$2.00 extra per copy
 2. Mail out reports \$11.00 * Payment must be received in advance
 3. Faxed/emailed reports \$ 11.00 * Payment must be received in advance
 4. Postage cost of mailing copies must be collected prior to mailing reports, unless a self-addressed envelope is provided.
 5. For reports that are older than the current month or an excessive amount of volume; a reasonable search fee will be charged.