

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
Telephone: 256-442-9775

Copies provided by: _____

Title

8. The following rate schedule shall apply: (As approved by council 9/28/09)

- General copies (Ordinances, Resolutions, Minutes, Etc) .50 ¢ per 8 ½ x 11 page or .75 ¢ per 8 ½ x 14 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 ½x 11 paper, .50¢ for 8 ½x 14, \$1.00 for 11 x 17.
- Municipal Court records shall be charged out at .50¢ per 8½ x 11 or .75¢ per page for 8½ x 14 and an additional \$ 2.00 per page if certified.
- Police and Fire reports shall be charged as follows:
 1. Police & Fire Reports \$ 10.00 *Certified copies \$2.00 extra per copy
 2. Mail out reports \$ 11.00 *payment must be received in advance
 3. Faxes reports \$ 11.00 *Payment must be received in advance
 5. Postage cost of mailing copies must be collected prior to mailing reports, unless a self addressed envelope is provided.
 6. For reports that are older than the current month or an excessive amount of volume a reasonable search fee will be charged.

Name of Sub-division: _____

Name of Street (s): _____

Location:

Total Mileage of street developed: _____

Date the paving of the street was completed: _____

Proposed date to be presented to the city council for acceptance: _____

I hereby certify to the best of my knowledge and belief that the costs incurred to develop the street(s) of the following subdivision was _____ and the paving is complete and has been complete for one year or more.

Name of Developer (Please print)

Title

Signature of Developer

Please attach supporting documentation of the completed streets. The information is being requested so the city can formally accept your street(s) by the City Council and add the cost of the street onto the city financial statements.