CITY OF SOUTHSIDE
PUBLIC RECORDS REQUEST FORM
2255 Highway 77 • Southside, Alabama 35907 • 256-442-9775

Please complete all applicable sections. Be as specific as possible.

1. REQUESTER INFORMATION

Requester Name: _____

Organization (if applicable): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____

Email: _____

2. ALABAMA RESIDENCY CERTIFICATION

☐ I certify that I am a resident of the State of Alabama as defined by Ala. Code § 36-12-43(b)(3), and I have standing to request public records under Alabama law.

Proof of residency: I am willing to provide reasonable proof of Alabama residency upon request. Examples include an Alabama driver's license, Alabama voter registration, or other reasonable proof of permanent domicile.

☐ Proof attached ☐ Proof will be provided upon request ☐ Other: _____

3. REASON / PURPOSE FOR REQUEST

Please briefly state the reason or purpose for which the records are being requested. *This information is requested for administrative purposes and does not, by itself, determine whether a record is public or exempt from disclosure.*

_____

_____

4. RECORDS REQUESTED

Identify the records with reasonable specificity. Include names, departments, subjects, document types, and date ranges when known.

_____

_____

Date Range Requested: From _____ to _____

Department/Office (if known): _____

5. REQUESTED METHOD OF ACCESS / DELIVERY

☐ Inspection at City office ☐ Electronic copy (if available) ☐ Paper copy ☐Other: _____

6. FEES AND COMMUNICATION

I understand that Alabama law permits the City to charge a reasonable fee for copies and, where authorized, reasonable processing costs. The City may provide an estimate and may require payment before producing records.

☐ Please contact me before processing if estimated fees are expected to exceed $_____.

☐ I authorize the City to proceed with reasonable fees without additional approval

The following rate schedule shall apply:

- 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 $ 5.00
    2. Mail out reports $ 6.00
    3. Certified copies $ 7.00 for each copy
    4. Cost of mailing copies must be collected before mailing reports, unless a self-addressed envelope is provided.
    5. For reports that are older than the current month, a reasonable search fee will be charged

7. REQUESTER CERTIFICATION AND SIGNATURE

I certify that the information provided in this request is true and correct to the best of my knowledge. I certify that I am an Alabama resident with standing to make a public records request under applicable Alabama law. I understand that the City may request reasonable evidence of residency, may request clarification or additional information, and may withhold or redact records that are confidential, privileged, exempt, or otherwise protected by applicable Alabama or federal law. I understand that the City is not required to create a new record, answer a question instead of producing an existing record, or respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope.

Requester Signature: _____ Date: _____

Printed Name: _____

PUBLIC RECORDS NOTICE — ALABAMA LAW

Public records requests to the City of Southside are governed principally by the Alabama Public Records Law, Ala. Code §§ 36-12-40 through 36-12-47, including Act 2024-278. Under Ala. Code § 36-12-43, Alabama policy favors providing residents an opportunity to inspect and obtain copies of public records, subject to reasonable fees and lawful protections for private, confidential, privileged, and other nonpublic information. A resident is an individual permanently domiciled in Alabama with an expectation to remain in Alabama, demonstrated by reasonable proof of residency.

Requests must identify records with reasonable specificity. The City is not required to create a record that does not exist or to respond to requests for information or materials that are not public records. Standard requests and time-intensive requests are processed according to the procedures and timelines established by Ala. Code §§ 36-12-44 and 36-12-45. The City may request reasonable proof of Alabama residency and may seek clarification or additional information when necessary.

Federal law: The federal Freedom of Information Act, 5 U.S.C. § 552, generally governs federal agencies and does not itself create a public-records obligation for a municipality. The City will nevertheless comply with any federal law that applies to the requested records or to the City, including federal privacy, confidentiality, privilege, records-retention, or disclosure requirements, as applicable. Records may be withheld or redacted where disclosure is prohibited or restricted by applicable law

FOR CITY USE ONLY

Date Received: _____	Received By: _____
Request No.: _____	Department/Custodian: _____
☐ Residency verified ☐ Verification requested	☐ Standard ☐ Time-Intensive
Acknowledgment Date: _____	Fee Estimate: $_____
Substantive Response Date: _____	Disposition: ☐ Fulfilled ☐ Partial ☐ Denied ☐ Other