

City of Hartselle  
200 Sparkman St NW  
Hartselle, AL 35640  
(256) 773-2535  
(256) 773-2257 Fax

REQUEST FOR PUBLIC RECORDS

Date: \_\_\_\_\_

I, the undersigned, hereby request copies of the following records of the City of Hartselle, Alabama. (Please be specific)

Please state reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person(s) requesting: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I certify by my signature below that I have read and that I understand and agree with the terms and conditions listed on the second page of the document for handling public Information Requests.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>		
Request Approved: _____	Request Denied: _____	Date: _____
By: _____	Reason 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 manner in which 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 insure 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 of the researching employee's 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.
8. 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.