REQUEST FOR PUBLIC RECORDS

The City of Mobile, Alabama
c/o Senior Director of Communications and External Affairs
10th Floor Government Plaza - South Tower
Mobile, AL 36633-1827
george.talbot@cityofmobile.org

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 and the statement of general public records policy are incorporated herein and attached hereto. Please read carefully before submitting your records requests or making inquiries.

Your Name_____Date_____

Address _____

City/State/Zip Code

_____ _____

Phone Number

_____**Email**_____ __

Purpose of Request

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This form may be submitted to the Mayor's office, in care of the Senior Director of Communications and External Affairs at the above address, or to the City office or department that maintains the requested records. This form may be submitted in person, by email, or courier service. If additional information is required, a records representative will contact you after receipt to secure additional information. *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. Please also identify the City department or office that maintains the requested records. 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.)):

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Records Duplication and Access Fee Schedule

Please Read Before Submitting Your Request. This fee schedule covers duplicating paper copies of records when the original record is paper, microfilm or electronic.

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) 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.
(b) All copies will be produced in black and white only. Color copies will not be produced.
(c) 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.
(d) Do not pre-pay. We will advise you of the total fee amount for your request, once it is prepared. The records will not be released until full payment is received.
(e) Certified funds, Cash, or Money Orders are accepted for payment. Sorry, no credit cards.
(f) 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

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 require payment of a surcharge in addition to the routine duplication fee. 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.

PUBLIC RECORDS POLICY

Purpose: To develop a uniform policy regarding supplying the general public with copies of public records.

"Public Records" shall include written, typed or printed books, papers, letters, ordinances, resolutions, reports, records, pleadings, exhibits, documents and maps made or received by municipal public officials, employees, committees or board members in the normal course of conducting business on behalf of the City of Mobile.

"Confidential Documents" shall include records, papers, letters and other written documents concerning the good name and character of individuals; internal personnel matters; W-2 forms; matters of a personal nature where disclosure would constitute a clearly unwarranted invasion of privacy; trade secrets, commercial and financial information obtained in confidence and/or which is privileged or which, if revealed, would interfere with the efficient operations of municipal government; investigatory records of law enforcement agencies which, if revealed, could be life threatening, harmful to the public, or prevent the accused from receiving a fair trial; and also, "work product" generated by the City Council Attorney, City Attorney, any Assistant City Attorney, or any other lawyers retained to work on behalf of the City of Mobile.

1. Members of the public may, either orally or in writing, set up an appointment to view municipal "public records" during normal City of Mobile business hours, but under no circumstances shall "public records" be removed from the custody of the custodian of the records in question.

2. Requests for copies of municipal "public records" must be in writing and shall describe with some degree of certainty the documents requested.

3. Copies of "public records" which are maintained in the normal course of municipal business and which involve no research or extra labor time on the part of the city shall be $.25 per page, except an additional reasonable charge may be assessed for copies of municipal maps or where otherwise posted.

4. Copies of "public records" which are not easily retrievable because the documents are not regularly maintained in the normal course of business and therefore require research and extra time of City employees to compile shall be $.25 per page along with an additional administrative research surcharge.

5. Certified copies of "public records" shall be available at the additional rate of $5.00 per certified copy.

6. If a request for "public records" necessitates the use of municipal computer time, a reasonable charge shall be assessed by the Municipal Information Systems Department.

7. The City will attempt to promptly respond to lawful copying and/or research requests of "public records" within one week of receipt. Requests for "confidential documents" shall be denied in writing by the City within10 days. Time extensions are authorized where necessary.

8. No documents shall be released until the City of Mobile has received payment for the "public record" and/or research services requested.

9. Requests for "public records" which are unduly burdensome, time-consuming, and those which are intended to harass the City of Mobile, or any City employee, shall be subject to limitation by the City, time extensions, and/or denial of the documents.

10. A Notice of Appeal of the denial of a request for municipal "public records" or "confidential documents" shall be in writing and presented to the City Clerk, or his/her duly authorized designee, within one week from the date of the denial.

11. Research on allegations of wrongdoing is not the responsibility of City personnel nor is it required that they provide more than what is present in existing documents or information systems.

Important - Your signature is required for processing and as your acknowledgement of and agreement to all of the terms and conditions herein:

►Sign Here

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