

PRR# \_\_\_\_\_ (Leave This Blank)

## REQUEST FOR PUBLIC RECORDS

The City of Alabaster, Alabama

Office of the City Clerk

1953 Municipal Way

Alabaster, AL 35007

(205) 664-6800

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 is specified on the reverse of this form. Please read carefully before submitting your records requests or making inquiries. **NOTE FOR 911 CALL REQUESTS:** A sworn affidavit must be submitted establishing the following: identity of the requestor, the legitimate relationship/interest of the requestor to the call or to the individual that the call was made by or on behalf of (e.g. legal representative of individual if they are deceased or incapacitated) and requestor's right of access to such records for purposes of an investigation/ legal matter arising from the call. Contact this office for the proper legal affidavit form. Current government picture ID will be required along with a second form of identification as well. Should a requestor be unable to submit such an affidavit, a court order will be required before the 911 call information can be released by the Records Custodian. Ala, Leg. Act No. 2010-502 § 1(a).

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Purpose of Request \_\_\_\_\_

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This form may be submitted in person, by facsimile, email, courier service or via USPS mail to the above address. If additional information is required, a records representative will contact you after receipt to secure additional information or advise you of the cost for prepayment or for a 50% deposit. 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. Use additional pages, if necessary. (It may be necessary to redact sensitive information from the completed records request that is returned to you.):

*Important- You're signature is required for processing as an acknowledgement and agreement of the conditions stated:*

Print Name Here \_\_\_\_\_

Sign Here

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