



REQUEST FOR INFORMATION OR PUBLIC RECORDS

City of Prattville
101 West Main Street □ Prattville, Alabama 36067
(334) 595-0120

[Completed forms may be mailed or submitted in person to address above, emailed to cityclerk@prattvilleal.gov, or faxed to (334) 361-3608.]

Name: _____

Address: _____ Contact Number: (____) _____

City, State, Zip _____ Email: _____

I hereby request to () review or () obtain a copy of the following public records or information:

[Please describe the information or document(s) requested as specifically as possible.]

Reason/Purpose for Request: _____

[The City recognizes and supports the public's right to inspect and request copies of public records in accordance with state law. Many public records are available on the City's website: www.prattvilleal.gov. Your response will help us communicate valuable information more effectively.]

I understand the charge for copies is fifty cents (\$0.50) per page. If available in digital format, I may choose to have any single document comprising of ten (10) or more pages copied to a compact disc at a cost of twenty-five dollars (\$25.00). If a request becomes time-intensive, defined as requiring more than one (1) hour of employee time to complete, a fee of \$30 per hour will be charged beginning with the second hour. Partial hours will be rounded to the next full hour. I choose to have copies provided on a disc: _____

SIGNATURE OF APPLICANT

DATE OF REQUEST

For Employee Use Only:

____ Request Approved
____ Request Denied for the following reason(s): _____
____ Request Delayed – Research or review will be necessary

CITY CLERK/DEPARTMENT HEAD

DATE

Record of Public Records Copied and Released:

____ copies @ \$0.50/page ____ discs @ \$25.00/each ____ research hours @ \$30.00/each

TOTAL AMOUNT: \$ _____ **RECEIPT #** _____ **DATE:** _____

Records sent by: ____ Email ____ Mail **Date:** _____ **Signature:** _____

Records Hand Delivered:

Date: _____ **Received by:** _____ Revised 12/2013