

CITY OF ROBERTSDALE



*The Hub
of Baldwin County*

City Hall	947-8900
City Clerk	947-8920
Court Clerk	947-8910
Public Works	947-8950
Police Dept.	947-2222
Fax	947-2619
TDD #	947-2122

MAYOR
Charles H. Murphy
COUNCIL MEMBERS:
Ruthie Campbell
Joe M. Kitchens
Paul Hollingsworth
Brent Kendrick
Sue Cooper
CHIEF FINANCIAL OFFICER
Ann Simpson
CITY CLERK
Shannon J. Burkett

P.O. Box 429
Robertsdale, AL 36567

REQUEST FOR PUBLIC RECORDS

I, the undersigned, hereby request copies of the following records of the City of Robertsdale: (Please be specific)

Please state reason for request:

Date of this Request: _____

Records requested:

Name of Person/s requesting: _____

Physical Address: _____

Mailing Address: _____

Telephone Number: _____ Business Telephone: _____

Fax Number: _____ Cell Phone Number: _____

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.

Signed: _____ Date: _____

CITY OF ROBERTSDALE POLICY GOVERNING REQUESTS FOR PUBLIC RECORDS

The official Custodian of Records for the City of Robertsdale is the office of the City Clerk pursuant to the Code of Alabama 1975, Section 11-43-100. All access to public records must be requested through the City Clerk. Pursuant to the Open Records Act, 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.

It is the policy of the City of Robertsdale to provide copies of public documents upon request in an expedient manner. The request is normally handled within seven business days after receipt by the City Clerk. Such requests, particularly those involving a large volume of information, must be handled on a time available basis such as not to compromise the city's day-to-day operations.

The City of Robertsdale is entitled to recover its cost of providing requested information. For reproduction of records using outside sources, the City will recoup all out-of-pocket expenses, including mileage and any other cost incurred.

All requests must be presented to the City Clerk on the City of Robertsdale's Requests for Public Record(s) 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.

Maps (Color) Printing Fee:

8 ½" x 11" \$2.00

11" x 17" \$4.00

18" x 24" \$9.00

24" x 36" \$18.00

CD - \$10.00 (tiff, jpeg, & pdf only)

Generation Fee: An hourly rate shall be charged for custom map generation of \$40.00 per hour (1 hr. min.).

Large Format Copies (Black & White):

18" x 24" \$3.00

24" x 36" \$5.00

Other Copies:

8 ½" x 11" Black & White: \$.25

8 ½" x 11" Color: \$.75

8 ½" x 14" Black & White: \$.35

8 ½" x 14" Color: \$1.00

11" x 17" Black & White: \$.50

11" x 17" Color: \$2.00

For copies of information that has been archived, the City may charge \$30.00 per hour (1 hr. min.) for research.

Adopted 11-16-2009