



## City of Bay Minette Accessibility to Public Records Guidelines

### City of Bay Minette Public Records Request

- **Standard Request.** A public records request that seeks one or more specifically and discretely identified public records that the City of Bay Minette determines would take less than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records and to redact or take other measures to withhold legally protected information.
  1. Form must be submitted to the City Clerk
  2. The City requires the requester to pay a fee before providing a substantive response, it shall notify the requester of the fee and withhold the record until receipt of payment. The requester may opt not to pay the fee and not receive any response.
  3. The City shall acknowledge the request within two business days of receiving the request and shall prepare a substantive response fulfilling or denying the request within 15 business days of acknowledging the receipt. The City of Bay Minette may extend this period in 15-business-day increments upon written notice to the requester, the City of Bay Minette should process a standard request as expeditiously as possible in light of the requester's time constraints, the City's workload and the nature of the request.
- **Time-Intensive Request.** A public records request that the City of Bay Minette determines would take more than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records—including because of the request being vague or overly broad—and any time needed to redact or take other measures to withhold legally protected information.
  1. Form must be submitted to the City Clerk
  2. The City requires the requester to pay a reasonable fee before providing a substantive response to the requester. The City shall notify the requester in advance of any likely fees and shall withhold any substantive response until receipt of payment.
  3. The City shall acknowledge the request within two business days of receiving the request and shall notify the requester within 15 business days after the acknowledgement that the request qualifies as a time-intensive request. At that time, the City shall notify the requester of any likely fees and allow the requester to withdraw the time-intensive request and submit a new request that is not a time-intensive request. If the requester elects to proceed with the time-intensive request, the City shall be prepared to provide a substantive response fulfilling or denying the request within 45 business days after the requester elects to proceed with their time-intensive request. The City may extend this 45-business day period in 45-business day increments by notifying the requester in writing.

### City of Bay Minette Public Request Fee Schedule:

- a. **Document Retrieval and preparation.** The City may charge the requester up to \$20.00 per hour, including a standard, minimum fee of \$20.00, for time spent locating, retrieving and preparing records for production. The City agrees not to charge for legal review or redaction necessary to withhold legally protected information.
- b. **Per-page fee.** The City may charge a per-page fee of up to \$0.50 for copies produced on standard 8.5 X 11 paper. The City may not charge a per-page fee for documents provided electronically.
- c. **Actual cost.** The City may charge any actual costs incurred while processing or responding to a public-records request (i.e. flash drive or other hardware necessary for electronically producing records, special size paper, and for costs associated with searching electronic databases) if requester is informed of the cost in advance of being charged.



**BAY MINETTE, ALABAMA**  
**PUBLIC RECORDS ACCESS REQUEST**

**Availability Statement:** The City of Bay Minette acknowledges the public records access as provided by Code of Alabama (36-12-40); and further defined under Code of Alabama (41-13-1); however, in order to provide said public records and continue to maintain proper office operation, the City stipulates that requests for all public records shall be made in writing and upon receipt of the written request, the City further stipulates that the requested documents will be made available in accordance with the State of Alabama Governor's Executive Order No. 734, provided that requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions.

I, \_\_\_\_\_, request access to the below described public records. I further acknowledge that I have the right to request assistance in the locating of said records, and to have copies made of the same; and that any time spent by city personnel for records location research shall be charged at the hourly pay rate of \$20. I understand that a deposit of \$20 will be required if more than one (1) hour of staff time will be needed to respond my request. The established cost for copies of records has been set at .50 cents per page for standard copies up to 8.5 x 11 in size. Charges for maps, plats and other large documents are set by the applicable department. Certification of documents has been set at \$1.00 per certification. I fully acknowledge and guarantee payment for these services to the City of Bay Minette.

Print name: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

Records requested: \_\_\_\_\_

\_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date Request Received (Staff Date/Initial):	
Employee(s)/Department(s) Responding to Request:	
Additional Information/Notes:	