



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 Commission further stipulates that the requested documents will be made available to the requester within ten (10) working days of the request, 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 the employee conducting the research. I understand that a deposit 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 .25 cents per page for standard copies up to 11 x 17 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: _____

FOR OFFICE USE ONLY

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