

CITY OF TUSCALOOSA LEGAL DEPARTMENT

REQUEST FOR ACCESS TO PUBLIC RECORDS

FORM NO. M-06

Modification in any manner of the text or content of this form may result in significant legal consequences and is prohibited without permission of the Office of the City Attorney.

CITY OF TUSCALOOSA
REQUEST FOR ACCESS TO PUBLIC RECORDS
(See other side for important information)
(PLEASE PRINT)

Name: _____
Address: _____
Phone No: _____

THIS FORM SHOULD BE SUBMITTED TO THE DEPARTMENT WHICH HAS CUSTODY OF THE PUBLIC RECORDS REQUESTED.

1. I request to inspect the following public records of the City of Tuscaloosa.

2. I request to have copies made of the following public records of the City of Tuscaloosa. I understand that the first ten (10) pages are free, there is a \$.25 charge for each page thereafter, for 8½" X 11" or 8½" X 14". Actual cost will be charged for other sized or formatted documents.

I also understand that if City staff time is required to respond to my request; the first (1) hour is free and there will be a charge of \$10.00 per hour or portion thereof, per employee, thereafter.

NOTICE: Staff time responding to requests for public records which are not specifically identified or which by their volume, size or format require effort by employees to research, identify, copy and/or redact, or determining whether an exemption applies, will be replied to as soon as reasonably practical. Provided; however, such efforts will be performed in a manner and at a time so as not to interfere with the normal operations of the City or the job duties of City employees.

Date Signed

This space is for office use only.

- Request Approved.
- Request Denied for the following reasons: _____
- Request Delayed - Research or review will be necessary.

Date Signed; City Department Head

ORDINANCE NO. 5838

AN ORDINANCE ADOPTING A POLICY FOR MAKING PUBLIC RECORDS
AVAILABLE FOR INSPECTION AND COPYING

BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA as follows:

The City of Tuscaloosa recognizes and supports the public's right to inspect and make copies of public records in accordance with law and to that end it will make public records available for public inspection and copying on a reasonable basis subject to the policies established herein.

REQUEST: Municipal records fall into different categories, most of which are available to the public and some of which may not be. Ordinances, resolutions, the City Code, deeds, easements, permits, contracts, budgets, etc., are, as a general rule, available to the public for inspection and copying. All requests to review and/or inspect public records must be made in writing on the form attached to this policy.

RESPONSE: If a citizen is requesting a record that is not exempt which they can reference with particularity, then the record shall be made available in accordance with this policy. There will be no copying charge for the first ten (10) pages and a twenty-five cents (\$.25) charge for each page thereafter for 8½" x 11" or 8½" x 14". Actual cost will be charged for other sized or formatted documents. The first (1) hour of City staff time responding to a request is free, there shall be a \$10.00 per hour or portion thereof charge, per employee, thereafter. Request cannot be split to avoid charges.

Response to requests to inspect and/or copy public records may be delayed if the record is not described with specificity, research is necessary to locate the records or a review of the records is required to determine their status, or the records are so voluminous or not of a standard size or format that it may take longer to identify and/or produce.

All responses to request, inspect, or copy public records will be in a time and in a manner that will not interfere with the normal operation of the City or the job duties of the employee. All Department Heads shall make provisions within their department for the public to inspect records and obtain copies thereof pursuant to this policy. Any Department Head may develop and issue regulations in furtherance of this policy but not inconsistent with the same.

EXCEPTIONS: Certain other records such as law enforcement investigative reports or prosecution information, certain information in litigation files, certain information in personnel records, communications with City Attorneys, records the disclosure of which would be detrimental to the public interest, working papers or drafts of documents, information relating to taxes paid by a particular business, records not subject to disclosure or copying by law or by licensing agreement, may not be available for public inspection or copying. This policy does not apply to making records available to parties with whom the City has a contractual, professional, or similar relationship or where the release of records is to the benefit of the City.

In the event any City employee, in responding to a request for access to inspect or copy public records, is uncertain as to the status of the record for inspection and/or copying they shall refer the matter to the City Legal Department for guidance and advice.

Adopted 11-17-98