

**PUBLIC RECORD REQUEST FOR CITY OF SATSUMA**

The undersigned wishes to examine and/or receive a copy of the following public records of the City of Satsuma:

\_\_\_\_\_

The purpose of this examination is (you must give a valid reason) \_\_\_\_\_

I recognize that the city must provide security of public records and must make available an employee of the city during the examination of such records. I understand there is a charge for requested copies, as set forth in the schedule below. I agree to pay the fee for the copies as this policy sets out. A reasonable search fee may be charged for search time in retrieving the requested documents.

Signature \_\_\_\_\_ Name Printed \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Date copies received/records examined \_\_\_\_\_

**RESPONSE TO PUBLIC RECORD REQUEST**

**Request Denied**

Reason denied: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date \_\_\_\_\_

**Request Approved**

You may come to our office at \_\_\_\_\_ o'clock a.m. / p.m. on \_\_\_\_\_ to review or pick up the requested documents.

**RECORD OF PUBLIC RECORDS COPIED AND RELEASED**

Number of copies \_\_\_\_\_ Cost \_\_\_\_\_ Receipt # \_\_\_\_\_

Description of copies received: \_\_\_\_\_

**Cost of Copies**

- Ordinances \$5.00 each**
- Zoning Ordinance (Bound) \$ 10.00**
- Minutes \$2.50 per meeting**
- 8½ x11" copies .25cents each**
- Certified copies \$2.00 extra each sheet certified by Clerk**
- Accident Report \$5.00**
- Resolutions \$2.50 each**
- Subdivision Reg's(Bound)\$10.00**
- Audits .20cent per page**
- 8½ x14" copies .50 cents each**

As adopted February 27, 2007 by the Mayor and City Council of the City of Satsuma-Ref: Alabama State Code 36-12-40-36-12-41.

Copies provided by Name and Title \_\_\_\_\_