

The City of Gardendale, Alabama

Form for Access to Public Records Agreement

I request to review and/or obtain a copy(s) the following public records of the City of Gardendale:

Name of record(s) requested and specific dates if applicable:

Valid reasons for reviewing public records must be provided so that the City Clerk and/or his/her designee can analyze the efforts needed to maintain certain records and to comply with Alabama law. This information will also help the City Clerk determine how the City can better serve its citizens. Valid reasons for reviewing and/or purchasing a copy(s) of the City's public records must also be provided as a condition and to ensure that public employee time is not wasted. The reason(s) that I desire to review these records is/are:

(Please print your name, address, and phone number in the space below)

Name : _____

Company Name : _____

Personal or Business Purposes (circle)

Address (required) : _____

Telephone number : _____

Email Address : _____

I agree that I shall not harm or damage any public record if viewing on site and I understand any records being reviewed will be in the presence of the City Clerk and/or his/her designee. I agree that these records will not be removed from the city's premises at any time. I further agree to pay for any copies of records requested in advance and to pay for the reasonable research costs incurred by the city in preparing these records for review or copying, and/or any lengthy time as defined by the City Clerk viewing public city records mandating supervision as stated. Person requesting agrees to Pay Amount or Amount close to Estimation of Cost for Request as noted on request above. Exact cost may fluctuate based on time, unknown record discovery and other factors that may influence quoting an exact cost of request. Most requests will not be fulfilled without payment and this records request form signed and approved by City Clerk.

Signature of the Person Making This Request

Date

For office use:

Estimation of Cost for Request : \$ _____

Company Checks, Money Orders, Cash Accepted. Personal Checks not accepted.

Receipt : _____

Check : _____

☐ Request Approved ☐ Request Denied - Reason(s) Denied (attached if applicable):

Signature: Melissa Honeycutt
City Clerk/Treasurer

Date

Signature : Designee fulfilling request if different than City Clerk

Date