

Public Record Request

To: The City Clerk of the City of Samson

Reason for Public Record(s) request:

The undersigned wishes to examine the following public records of the City of Samson, Alabama. I recognize that the City of Samson must provide security of public records and must make available an employee of the City of Samson during the examination of such records. I also understand 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.

I also understand that if the City staff time is required to respond to my request; the first (1) hour is free, but there will be a charge of \$15.00 per hour or portion thereof, per employee, thereafter

Name Printed

Signature

Address: City, State, Zip

Phone Number

Response to Public Record Request

You may come to our office at _____ o'clock a.m./p.m. on the _____ day of _____, 20__.

City Clerk: _____ Date: _____

Department Head: _____ Date: _____

Dates copies received/records examined: _____

Record of Public Records Copies and Released

Numbers of copies received: _____ Cost: _____ Receipt #: _____

Description of copies received: _____

Copies provided by: _____

Title

(Fees on back page)

Remit to: City of Samson
16 E. Main St
Samson, Al 36477

Cost of Copies

- * 8 ½ X 11 copies - \$1.00 per page
- * 8 1/2 X 14 copies - \$1.25 per page
- * Accident Reports - \$5.00 per page (to be obtained from the Samson Police Department)
- * I&O Reports - \$5.00 per page (To be obtained from the Samson Police Department)
- * Digital Evidence Reports/ Photos – \$280.00 (To be obtained from the Samson Police Department).
- * Rescue Reports – \$250.00 (To be obtained from the Samson Rescue Department)
- * Ordinances - \$1.50 per page (Takes minimum ½ hour, usually one hour)
- * Resolutions - \$1.50 (Takes minimum ½ hour, usually one hour)
- * Minutes - \$1.50 per page (Takes minimum ½ hour, usually one hour)
- * Audits - \$1.00 per page (Takes minimum one hour)
- * Certified copies \$5.00 extra each sheet certified by the City Clerk.

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As adopted by the Mayor and City Council of the City of Samson, Alabama, 36477, on March 17, 2009 (Resolution 2009-004).