



## PUBLIC RECORD REQUEST

TO: Melony Lee Department - City Clerk of the City of Phenix City, Alabama.

The undersigned wishes to examine the following public records of the City of Phenix City.  
Please see attached.

The purpose of this examination is: Media requester - Campaign Zero

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 search fee of \$2.50 will be charged for search time in retrieving the requested documents at time of request.

*Adrien Salzberg (for William Michael Marlow)*

Signature

Adrien Salzberg (for William Michael Marlow)

Name Printed

MuckRock News 411A Highland Ave, DEPT MR 122432

Address

Somerville

MA

02144

City

State

Zip

617-299-1832

Phone number

Date copies received/records examined

## RESPONSE TO PUBLIC RECORD REQUEST

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

Date:

Approved by / Dept.

## RECORD OF PUBLIC RECORDS COPIED AND RELEASED

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

Description of copies received:


Remit to: City of Phenix City

Attn: \_\_\_\_\_ Dept.

601 12<sup>th</sup> Street

Phenix City, AL 36867

Telephone: (334) \_\_\_\_\_

Copies provided by \_\_\_\_\_

Title \_\_\_\_\_

RESOLUTION No. 2020- 108

**WHEREAS**, the City Council of the City of Phenix City, Alabama, recognizes and supports the public's right to inspect and get copies of public records from the City of Phenix City in accordance with the law and will make public records available for public inspection and copies on a reasonable basis to the policies established herein; and

**WHEREAS**, municipal records fall into different categories, most of which are available to the public for inspection and copying and some of which may not be. Law enforcement investigative reports and related investigative material are not public records under Code of Alabama §12-21-3.1. Similarly, E911 recordings are not public records under Code of Alabama §11-98-12. Also similarly, Alabama Code §40-2A-10 dealing with sales and use tax return information, has limited access to certain records; and

**WHEREAS**, all requests to review and/or inspect public records must be made in writing to the City Clerk's Office on the "Public Record Request" form; and


**WHEREAS**, in order to assure the efficient processing of a request to review and copy public records and documents, each department within the City of Phenix City is hereby requested to require all persons and/or organizations requesting access to any public records or documents to contact the City Clerk's Office and complete the form; and

**WHEREAS**, to defer the costs incurred by providing copies of any documents, a search fee of \$2.50 shall be paid at time of request, plus \$.50 for each page copied thereafter that is obtained from the department. For documents produced in electronic format, there will be a charge of \$8.00 per media unit (CD, Flash Drive and E-Mail, etc.) in addition to the search fee plus a charge of \$0.10 per document (page) provided in the media unit; and

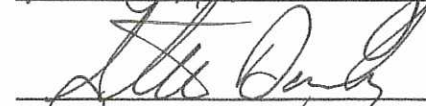
**WHEREAS** all responses to request, inspect, or copy public records will be in a time and in a manner that will not interfere with the normal operation of the City or the job duties of the employee.

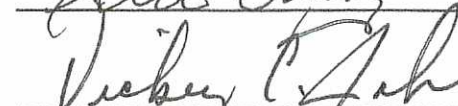
**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Phenix City, Alabama hereby adopts this policy and it shall become effective immediately.

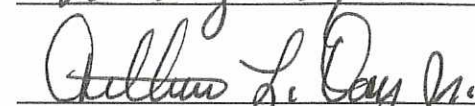
**PASSED, APPROVED AND ADOPTED** this 7<sup>th</sup> day of April, 2020.

  
MAYOR



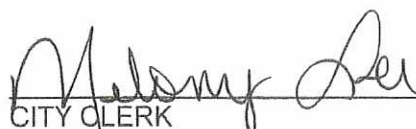






MEMBERS OF THE CITY COUNCIL OF  
THE CITY OF PHENIX CITY, ALABAMA

ATTEST:

  
CITY CLERK