



COUNTY PUBLIC RECORDS REQUEST FORM

Date:	Time:	Received by: (Initials)

Information Requested:

County records dispatching, documenting, and fiscal involvement of county equipment and supplies being used on private property for non-county use. Records to include but not limit to county bush hogging, county deposits of soil and crushed rock, and removal of storm damaged trees and shrubs since the arrival of County Engineer J. B. Smith. You may look within Bradford's records of my commissioner providing several truck loads of dirt on my property.

THE FOLLOWING MUST BE COMPLETED

Name: (please print legibly)	Frank Dillman	Phone:	334-740-4217
Address:	2273 CR 54 West	City/State/Zip:	NOTASUIGA, AL 36866
Signature:		Organization:	concerned citizen

- **COST:** The County is permitted by law to recoup reasonable costs incurred in providing public records which can include retrieval, research, and duplication and preparation time. The requestor will be provided in advance with estimated cost for materials, labor, and shipping or delivery.
- **INSPECTION OF PUBLIC RECORDS:** When a public inspection of records is requested, a custodian of those records must oversee inspection, retrieval, and re-filing. Appointments must be scheduled in advance. A labor charge will be imposed as set out herein.
- **MATERIALS:** The cost of copies sized 8.5 x 11 or 8.5 x 14 inches is **\$1.00 per page**. Charges for maps, plats, and other large documents are set by the applicable department. Fees are due whether the records are provided by paper or emails.
- **LABOR:** No labor charge is imposed when a nominal amount of staff time is needed to respond to a request. Charges for requests requiring more than 15 minutes of staff time are based upon the hourly based rate of pay for the least-paid employee of the applicable department who can respond to the request, multiplied by the actual time worked, and is computed on the basis of quarter hours, rounded up. Labor charges are in addition to the per page or DVD costs specified above and are due and payable even if no records responsive to the request are located, or in the event the requested records are subsequently determined to be exempt from disclosure.
- **DEPOSIT:** A deposit is required when the Office of the County Administrator determines that more than **one (1) hour** of staff time will be needed to respond to a request. If the final cost is less than the deposit, the difference will be refunded; if greater, the additional cost must be paid prior to delivery or review of the records.
- **FORM OF PAYMENT:** Deposits and final costs for records may be paid by cashier check, or money order.