



# City of Cullman PUBLIC RECORDS REQUEST

This form is intended for use by the public to obtain copies of public documents in accordance with the Governor's Executive Order No. 734. Complete this form and submit in person to the City Clerk (Cullman City Hall, 204 2nd Ave NE, Cullman, AL 35055), by email to [public.records@cullmanal.gov](mailto:public.records@cullmanal.gov), or by U.S. Mail to ATTN: Public Records, P.O. Box 278, Cullman, AL 35056-0278.

**PLEASE NOTE:** By proceeding with the completion of this form, you are consenting to abide by the terms and conditions outlined in Executive Order 734 as well as the fee structure established by the City of Cullman, Alabama.

### REQUESTER'S CONTACT INFORMATION

Name: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>- INTERNAL USE ONLY -</b>
Date Rec'd: _____
Rec'd by: _____
Rec'd via: <input type="checkbox"/> Hand-Delivery
<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail
<input type="checkbox"/> U.S. Mail Certified Mail
<input type="checkbox"/> <b>REQUEST APPROVED</b>
<input type="checkbox"/> <b>REQUEST DENIED</b>
If denied, why? _____
_____
_____
_____
_____
_____
_____
_____

### REQUEST INFORMATION

**Record(s) Requested** (Be as specific as possible. Overly broad requests may take longer to respond to and result in additional fees.): \_\_\_\_\_  
\_\_\_\_\_

**Reason for Records Request** (You must provide a valid reason.): \_\_\_\_\_  
\_\_\_\_\_

I am an Alabama resident and can provide documentation of resident status.

I am willing to pay up to \$\_\_\_\_\_ in processing fees without prior notice by the City of Cullman.

I certify that the information contained herein is accurate to the best of my knowledge & belief.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



## City of Cullman PUBLIC RECORDS REQUEST

### ADDITIONAL INFORMATION & FEE SCHEDULE

Per Alabama Code § 36-12-40 (1975), every resident has a right to inspect and take a copy of any public record of this state, except as otherwise expressly provided by applicable law. It is the policy of the City of Cullman to promptly provide residents with the opportunity to inspect public records and to request a copy, subject to payment of reasonable fees.

#### TYPES OF REQUESTS:

A **standard request** is a public records request that seeks one or more specifically and discretely identified public records that City of Cullman determines would take less than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records and to redact or take other measures to withhold legally protected information. A standard request should require no or minimal clarification by the requester.

A **time-intensive request** is a request that the City of Cullman determines would take more than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records – including because the request is vague or overly broad – and any time needed to redact or take other measures to withhold legally protected information. **Time-intensive requests will require a non-refundable payment equal to half of the expected costs/fees before our staff can dedicate the necessary time to locate the documents.**

#### FEE SCHEDULE:

**Document Retrieval and Preparation:** \$20.00 per hour, including a standard minimum fee of \$20.00, for time spent locating, retrieving, and preparing records for production.

**Per-Page Fees:** A per-page fee of \$0.50 for copies produced on standard 8.5" x 11" paper. This fee is not applicable for documents provided electronically.

**Actual Cost:** Charges for actual costs incurred in processing the public records request if the requester is informed of the cost in advance of being charged. For example, the requester may be charged for a flash drive or other hardware necessary for electronically producing records, for special paper sizes, and for costs associated with searching electronic databases.

#### **COSTS AND FEES ARE TO BE PAID BEFORE RECORDS CAN BE RELEASED.**

The City of Cullman will acknowledge requests within two business days of receipt and provide a substantive response fulfilling or denying the request within fifteen business days of acknowledging receipt. However, the City of Cullman may extend this period in 15 business day increments upon written notice to requester. The City of Cullman will process requests as expeditiously as possible in light of time constraints, workload, and the nature of the requests.