

Town of South Vinemont, ALABAMA

**PUBLIC RECORDS REQUEST POLICY
EFFECTIVE DECEMBER 15, 2020**

It is the policy of the Town of South Vinemont to provide copies of public documents upon request in an expedient manner. Public records are available for public inspection and copying on a reasonable basis, subject to the policies established herein. Such requests, particularly those involving a large volume of information, will be handled on a time available basis. The Records Custodian for the Town of South Vinemont shall be the Town Clerk.

1. Any person wishing to review or receive copies of public records must complete the Request for Public Records form. The person seeking to review or receive copies of public records must show that he or she has a direct, legitimate interest in the documents sought. The town is entitled to require verifiable information as to the identity of the person requesting the records, as well as that of the person receiving such information. (Public Records request form attached)
2. The Request for Public Records form will be forwarded to the Records Custodian for review and approval or disapproval. If disapproved, the applicant will be provided the reason for such. Requests for review or copying of voluminous records will be referred to the Records Custodian.
3. If access to review is granted, the Records Custodian, or their designee, will make an appointment with the applicant to review the records in Town Hall. No records will be taken from Town Hall under any circumstances. The Records Custodian, or their designee, will be present with the applicant during the review of the records to ensure no damage occurs and no records are removed.
4. The Records Custodian, or their designee, will make copies of records.
5. The Town is entitled to recover the costs of providing requested information. A Research Fee will be charged. If the applicant requests the records be mailed or faxed, additional charges will apply. An itemized bill will be given to the applicant with payment due prior to release of the records.
6. The following rate schedule shall apply:
 - General copies (Ordinances, Resolutions, Minutes, Etc) .10 ¢ per 8 ½ x 11 page or .25 ¢ per 8 ½ x 14 pages.
 - Copies made for the general public from their original shall be .10 ¢ per regular 8 ½x 11 paper, .25¢ for 8 ½x 14 pages.
 - Mail out reports \$5.00 Cost of mailing copies must be collected prior to mailing reports, unless a self-addressed envelope is provided.
 - Faxed reports \$2.00 *Payment must be received in advance

- For reports that are older than the current month or an excessive amount of volume a reasonable search fee will be charged at \$10.00 per hour.