

PUBLIC RECORD REQUEST

TO: The Town Clerk of the Town of South Vinemont, Alabama.

The undersigned wishes to examine the following public records of the Town of South Vinemont.

The purpose of this examination is:

I recognize that the town must provide security of public records and must make available an employee of the town 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 reasonable search fee may be charged for search time in retrieving the requested documents. I understand documents received are not for public circulation and are being obtained for my personal informational use only.

Signature

Name Printed

Address

City

State

Zip

Phone number

Date copies received, or records examined

RESPONSE TO PUBLIC RECORD REQUEST

Request Approved

Request Denied

Reason Denied: _____

Town Clerk _____ Date: _____

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Number of copies received _____ Cost _____ Receipt # _____

Description of copies received: _____

Remit to: The Town of South Vinemont Copies provided by: _____
 Attn: Town Clerk
 PO BOX 130
 Vinemont, AL 35179 _____
 Telephone: 256-737-5411 Title

1. The following rate schedule shall apply: (As approved by council 12/15/2020)

- General copies (Ordinances, Resolutions, Minutes, Etc) .10 ¢ per 8 ½ x 11 page or .25 ¢ per 8 ½ x 14 page.
- Copies made for the general public from their original shall be .10 ¢ per regular 8 ½x 11 paper, .25¢ for 8 ½x 14 page.
- 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.