

CITY OF LEEDS

REQUEST FOR ACCESS TO PUBLIC RECORDS

Date: _____

I request to review the following public records of the City of Leeds:

The purpose of this examination or request for copies is:

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 records policy. 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.

Signature _____ Printed Name _____

Physical Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____

Email Address _____

Telephone (area code) _____ Number _____

RESPONSE TO PUBLIC RECORD REQUEST

You may come to our office at _____ o'clock (circle one) a.m. /p.m. on _____ to review or receive the requested documents.

Records Clerk _____ Date _____

For Official Use Only

Number of copies received _____ Cost \$ _____ Receipt # _____

Description of copies received: _____

Request Denied _____ Records not for public inspection _____

Signature _____

CITY OF LEEDS, ALABAMA POLICY REGARDING PUBLIC RECORDS

It is the policy of the City of Leeds to provide copies of public documents upon request in an expedient manner subject to the policies established herein. The Records Custodian for the City of Leeds shall be the City Clerk.

1. Members of the public will be provided access to City of Leeds public records Monday through Friday, between 8:00 a.m. and 4:00 p.m.
2. Any person wishing to review or receive copies of public records must complete the **Request for Public Records** form. The Records Custodian then will notify the applicant, by telephone or email, when the records will be available for review or when to receive copies. All records requested in person will be available in 7 days provided the request is not for voluminous amounts of records.
3. Requests to review or copy public records may be delayed if the record is not described on the **Request for Public Records** form with specificity, research is necessary to locate the records or the records are so voluminous in size or nature that it requires additional time to identify and produce them. The request for a large volume of records may be referred to the Mayor in order for the Mayor to determine the proper amount of time an employee may devote to the request or to inform the applicant of the time frame for providing the records.
4. Copies of records are available for \$0.50 per page but if the request involves gathering information, doing research, or compiling a report that is not normally created by the City of Leeds, additional employee time, **after the first hour**, will be charged at a rate of \$15.00 per hour or portion thereof. Additional charges will apply if the applicant requests the records to be mailed or faxed.
5. In accordance with state and federal laws, some City of Leeds records may not be open for public inspection. Details about which City of Leeds records that are restricted may be obtained by the City Clerk.
6. All requests to inspect or copy public records will be in a time and manner that will not interfere with the normal operation of the City of Leeds.
7. No original documents will be taken from city hall and will remain under the custody of the Records Custodian while being reviewed.