

RESOLUTION NO. 2018- 299

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Phenix City, Alabama, that Resolution 2005-216, adopted and approved October 18, 2005 in reference to adopting the policy for Public Records Request, is hereby rescinded.

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of November, 2018.

*Eddie N. Lowe*

MAYOR

*R. M. Ford*

*H. A. [unclear]*

*Vickey C. Johnson*

*Charles L. [unclear]*

MEMBERS OF THE CITY COUNCIL OF  
THE CITY OF PHENIX CITY, ALABAMA

ATTEST:

*Melony Lee*

CITY CLERK

RESOLUTION NO. 2005-216

WHEREAS, the City Council of the City of Phenix City, Alabama, recognizes and supports the public's right to inspect and get copies of public records from the City of Phenix City in accordance with the law and will make public records available for public inspection and copies on a reasonable basis to the policies established herein; and

WHEREAS, municipal records fall into different categories, most of which are available to the public for inspection and copying and some of which may not be. All requests to review and/or inspect public records must be made in writing on the attached "Public Record Request" form; and

WHEREAS, in order to assure the efficient processing of a request to review and copy public records and documents each department within the City of Phenix City is hereby requested to require all persons and/or organizations requesting access to any public records or documents to complete the form; and

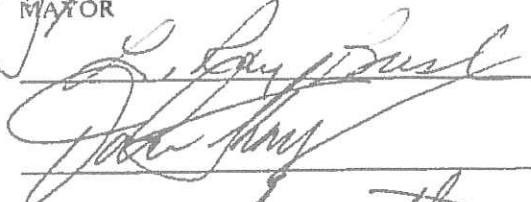
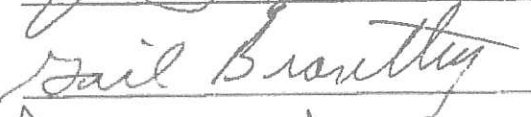

WHEREAS, to defer the costs incurred by providing copies of any documents a search charge of \$2.50, shall be paid at time of request, plus \$.50 for each page copied thereafter that is obtained from the department; and

WHEREAS, all responses to request, inspect, or copy public records will be in a time and in a manner that will not interfere with the normal operation of the City or the job duties of the employee.

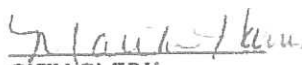
NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Phenix City shall adopt this policy and it shall become effective immediately.

PASSED, APPROVED AND ADOPTED this 18 day of October, 2005.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
MEMBERS OF THE CITY COUNCIL OF THE  
CITY OF PHENIX CITY, ALABAMA

ATTEST:

  
\_\_\_\_\_  
CITY CLERK



**PUBLIC RECORD REQUEST**

TO: \_\_\_\_\_ Department - City Clerk of the City of Phenix City, Alabama.

The undersigned wishes to examine the following public records of the City of Phenix City.

The purpose of this examination 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 schedule below. I agree to pay the fee for the copies as this policy sets out. A search fee of \$2.50 will be charged for search time in retrieving the requested documents at time of request.

Signature \_\_\_\_\_ Name Printed \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Date copies received/records examined \_\_\_\_\_

**RESPONSE TO PUBLIC RECORD REQUEST**

You may come to our office at \_\_\_\_\_ o'clock a.m. / p.m. on \_\_\_\_\_ to review the requested documents.

\_\_\_\_\_ Date: \_\_\_\_\_  
Approved by / Dept. \_\_\_\_\_

**RECORD OF PUBLIC RECORDS COPIED AND RELEASED**

Number of copies received \_\_\_\_\_ Cost \_\_\_\_\_ Receipt # \_\_\_\_\_

Description of copies received: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remit to: City of Phenix City  
Attn: \_\_\_\_\_ Dept. \_\_\_\_\_  
601 12<sup>th</sup> Street  
Phenix City, AL 36867  
Telephone: (334) \_\_\_\_\_

Copies provided by \_\_\_\_\_  
\_\_\_\_\_  
Title \_\_\_\_\_