

The St. Clair County Commission
Ashville, Alabama

Request for Access to Public Records (Policy #43)

I request to review/or copy the following public records retained by the St. Clair County Commission:

Valid Reasons for reviewing public records must be provided so that County Administration can analyze the efforts needed to maintain certain public records. This information will also help determine how the County can better serve its citizens. Valid reasons for reviewing the County's public records must also be provided to ensure that these records are safeguarded and to ensure that public employee time is not wasted. The reason(s) that I desire to review these records is/are:

Agreement

This request to review the aforementioned public records of the St. Clair County Commission is made by:

(Please print your name in the space)

I agree that I shall not cause harm or damage to any public record. I agree that these records will not be removed from the county's premises at any time. I also agree that I shall return all public records to the St. Clair County Commission official or employee who is designated below as the liaison for the aforementioned public records.

I understand that I will be charged 25 cents per 8 1/2" x 11" or 8 1/2" x 14" paper copies made. Additional costs may be added for requests taking longer than one hour due to the assessment of a staff research fee of \$25.00 per hour or for additional supplies required to accommodate the request.

Signature of Person Making This Request

Date

Please return these public records to

(Name of Public Official or Employee):

The Space Below is For County Administration Use Only

<input type="checkbox"/>
<input type="checkbox"/>

Request Approved

Request Denied - Reason(s) Denied:
