

CITY OF RAINBOW CITY, ALABAMA

PUBLIC RECORDS REQUEST POLICY

It is the policy of the City of Rainbow City 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 City of Rainbow City shall be the City Clerk.

1. Any person wishing to review or receive copies of the 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 City 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.
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.
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 City Hall during normal business hours (8:00 a.m. – 4:00 p.m.). No original records will be taken from City 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. Public Records shall include written, typed or printed books, papers, letters, ordinances, resolutions, reports pleadings, exhibits, documents and maps made or received by municipal public officials, employees, committees, or board members in the normal course of conducting business on behalf of the City of Rainbow City.
5. Confidential Documents shall include records, papers, letters and other written documents concerning the good name and character of individuals; internal personnel matters; W-2 forms; medical records; matters of a personal nature where disclosure would constitute a clearly unwarranted invasion of privacy. The only exceptions to these procedures will be the **Municipal Court, Police & Fire Departments** may provide information regarding records as stipulated by state law.
6. Copies of “public records” which are maintained in the normal course of municipal business and which involve no research or extra labor time on the part of the city shall be:
 - .50 per 8.5 x 11 page .75 per 8.5 x 14 page
 - Certification of copies provided will be an additional \$2.00 per page.
 - Copies made for the general public from their original shall be:
.25 per 8.5 x 11 page .50 per 8.5 x 14 \$1.00 for 11x17
 - Municipal Court records shall be charged out at:
.50 per 8.5 x 11 page .75 per page for 8.5 x 14
 - Charges for maps, plats, and other large documents are set by the applicable department.
 - Police & Fire reports shall be charged as follows:
 - Police & Fire Reports \$5.00
 - Mail Out Reports \$6.00
 - Faxes \$6.00
 - Cost of mailing copies must be collected prior to mailing reports, unless a self-addressed envelope is provided.
 - For reports that are older than the current month a reasonable search fee will be charged.

RESOLUTION NO. 19-01

PUBLIC RECORDS POLICY

WHEREAS, the public records of the City of Rainbow City are available for public inspection and copying on a reasonable basis; and

WHEREAS, the City of Rainbow City desires to provide copies of public documents upon request in an expedient manner pursuant by the Code of Alabama 1975 §36-12-40 and §36-12-41.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rainbow City, Alabama approve and adopt the attached Public Records Policy effective immediately upon its adoption and hereby set the rates for public records reproduction as indicated in the Public Records Policy.

PASSED AND ADOPTED this the 14th day of January, 2019.

Terry John Calhoun, Mayor
City of Rainbow City

Attest:

Beth Lee, City Clerk