TOWN OF WEST BLOCTON
REQUEST FOR ACCESS TO PUBLIC RECORDS

DATE:

I request to review the following public records of the Town of West Blocton:

_____

_____

The purpose of this examination or request for copies 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 records policy. I agree to pay the fee for the copies as the 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

Numbers of copies received _____ Cost $_____ Receipt # _____

Description of Copies: _____

Request Denied _____ Records not for public inspection _____

Signature: _____

What are Public Records?

The section of the Code relating to the process of disposing of records – and affirming the public ownership of governmental records – defines " public records" as:

> **All written, typed or printed books, papers, letters, documents and maps made or received in pursuance of law by the public officers of the state, counties, municipalities and other subdivisions of government in the transactions of public business and shall also include any record authorized to be made by any law of this state belonging or pertaining to any court of record of any other public record authorized by law or any paper, pleading, exhibit or other writing held with, in or by any such court, office, or officer. (41-13-1[1975])**

The section of the Code relating to access uses the term "public writing". Alabama courts have equated this term with the term "public records" and have interpreted its definition to be equally inclusive. The courts have defended "public writing," within the meaning of Alabama Code 36-12-40 [1975], as a "record as is reasonably necessary to record the business and activities required to be done or carried on by a public officer so that status and condition of such business and activities can be known by the public." ***(Stone vs. Consolidated Publishing Co., 404 So. 2d 678 [Ala. 1981] and Chambers vs. Birmingham News Co., 552 So. 2d 854 [Ala. 1989] Supreme Court of Alabama)***

A few examples of public records are:

Council Minutes
Ordinances
Resolutions
Budgets
City Maps
Planning Committee Minutes

The Town of West Blocton recognizes and supports the public's right to inspect and make copies of public records that are in accordance with law and, to that end, it will make public records available for public inspection and copying on a reasonable basis subject to the policies established.