

City of Anniston, Alabama Public Records Request Form

Please type or print all requested information in the fields provided and submit completed form in-person or via mail to:

Non-Law Enforcement Records
Anniston City Hall
Attn: City Clerk - Public Records Request
4309 McClellan Blvd
Anniston, Alabama 36206

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

I Request to:

Inspect the following public records of the City of Anniston. I agree that I will not cause harm or damage to any public record and further agree that these records will not be removed from City premises at any time. I understand I will be required to pay fees as described in the Public Records Request Policy if my request is deemed time-intensive.

Receive Copies of the following public records of the City of Anniston. I understand that I will be required to pay fees as described in the Public Records Request Policy.

Electronic Copies – If available, please provide electronic copies of documents on _____ DVD-R or _____ USB Flash Drive. I understand that electronic documents will likely be provided in PDF format.

The City of Anniston reserves the right to require inspection before copies are provided.

Description of Document(s) and Purpose of Request:

Description of Document(s) Requested: _____

Purpose of Request: _____

The Alabama Open Records Act and related case law allows municipalities to require a reason be provided to show a direct, legitimate interest in the specific document(s) requested. Statements should communicate a direct interest in the specific materials requested (i.e. "I am a student doing a paper on...") and should not be general statements of entitlement (i.e. "I am a taxpayer" or "It is a public document.").

The Requesting Party will be notified:

- 1) Of the estimated costs associated with completing the request*;
- 2) If their request is expected to take longer than ten business days; and
- 3) Upon completion of the search and/or copying of the public records request.

**Estimates exceeding \$50 will require a deposit of half the estimated amount. Please see the Public Records Request Policy for details.*

Signature of Requesting Party

Date