

PUBLIC RECORD REQUEST

TO: The City Clerk of the City of Ashford, Alabama.

The undersigned requests a copy or to review the following public records of the City of Ashford.

The purpose of this request is: _____

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 reasonable search fee may be charged for search time in retrieving the requested documents.

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 request / review documents.

City Clerk _____ Date: _____

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Number of copies received _____ Cost _____ Receipt # _____

Description of copies received: _____

Remit to: The City of Ashford
Attn: City Clerk
P O Box 428
Ashford, AL 36312
Telephone: 334-899-3366

Copies provided by _____

Title

Cost of Copies: \$.50 per page. The first hour of City staff time responding to a request is free and additional time thereafter is at a rate of \$15.00 per hour or portion thereof.