

## PUBLIC RECORDS POLICY

### Access to Public Records

The City of Trussville recognizes and supports the public's right to inspect and make copies of public records 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 herein.

Municipal records fall into different categories. Many, but not all, records are available to the public. Ordinances, resolutions, the City Code, deeds, easements, permits, contracts, budgets, most court records, etc. are, as a general rule, available to the public for inspection and copying. Certain other records such as law enforcement, certain judicial records, sensitive personnel records, and records the disclosure of which would be detrimental to the best interest of the public, drafts of documents, information relating to taxes paid by a particular business, records not subject to disclosure or copying by law or by licensing agreement, may not be available for public inspection or copying.

In order to assure the efficient processing of a request to review and copy public records and documents of the City all persons and/or organizations requesting access to any public records or documents will be required to complete the attached Public Records Request Form, to be maintained by the City Clerk or, if the request is made to the Municipal Court, by the Court Clerk. Requests to inspect or copy public records may be delayed if the record is not described with specificity, research is necessary to locate the records, a review of the records is required to determine their status, or the records are so voluminous in size or nature that it requires additional time to identify and produce them.

All requests to inspect or copy public records will be in a time and a manner that will not interfere with the normal operation of the City or the Court. In addition, to defray the costs incurred for providing copies of documents, the City or Court will charge a \$10.00 retrieval fee for each request received which must be paid at the time the request is made. An additional 10.00 fee will be charged if a request is made that the records be certified which is also due at the time the request is made. Copies will be charged at twenty-five cents (\$.25) per page when copies of documents are requested. If retrieval of requested documents requires more than one hour, time thereafter spent copying, researching or preparing documents for review, will be at a rate of fifteen dollars (\$15.00) per hour or portion thereof, in addition to any copying fees which will be due at the time records are produced. At the discretion of the City Clerk or the Court Clerk, fees may be waived for requests made by military, governmental or law enforcement agencies.

The City Clerk or Court Clerk, as records custodian, shall designate a reasonable time and place for the review of records upon request. Individuals seeking access to public records shall not be allowed to remove original documents from the City building in which they are housed. Original documents shall remain under the custody of the City Clerk or Court Clerk while being reviewed.