



Request for Inspection and/or Copying of Records

I (we), _____, request to inspect and/or have copied the following described records:

My (our) reason(s) for requesting this information is as follows:

I (we) agree to pay the charges for this service as provided in the Schedule of Fees (as shown on the reverse side of this request form), and I (we) certify that I (we) make the request as a:

Public requester _____

Litigation requester _____

Are you a permanent resident citizen of the State of Alabama? Yes ___ No ___

I (we) understand that the request might not be accommodated on the same visit that I (we) make to request the document(s) because of the press of other business the City of Orange Beach may have at that time. I (we) also understand, however, that the City of Orange Beach will accommodate my (our) request in the most expedient fashion in which it is able to respond, given its demands of manpower and other requirements which may be of emergency or urgent nature.

Dated: _____, 20____.

Print Name

Street Address

Phone Number

E-Mail Address

Signature

ORDINANCE NO. 412

**AN ORDINANCE AMENDING ORDINANCE NO. 327
ESTABLISHING A SCHEDULE OF COSTS AND FEES TO OBTAIN PUBLIC RECORDS
FROM THE CUSTODIAN OF THE RECORDS OF THE CITY OF ORANGE BEACH, ALABAMA**

BE IT ORDAINED by the City Council of the City of Orange Beach, Alabama, as follows:

Section 1: That Exhibit “A” Schedule of Fees/Costs of Researching Records and/or Making of Copies as described in Section 1 of Ordinance 327 be amended as follows:

SCHEDULE OF FEES/COSTS OF RESEARCHING RECORDS AND/OR MAKING COPIES

CLASS A – PUBLIC REQUESTER (any person who is not a party to litigation for which the information is requested)

1. Clerical time to locate, arrange, organize, etc., records requested	\$15.00/hr or \$1.50/10 th of hour (First 1/10 hr waived/no charge)
2. Photocopies (8½” x 11” or 8½” x 14”)	\$1.00 per page
3. “Draft” copy of minutes of council meetings and any other committee subject to the Sunshine Law	No charge
4. Duplication of video tapes	\$25.00 per tape
5. Photocopies of the following reports – Accident, Incident, Arrest	\$5.00 per page
6. Photocopies of Police case files (e.g. Search Warrants, Statements, Investigative Files)	\$3.00 per page
7. Blueprints (24” x 32” and other)	\$4.00 per page
8. Ordinance No. 172 (Zoning Ordinance)	\$15.00 on paper \$75.00 on disk
9. Subdivision Regulations	\$6.00
10. Court Records	\$1.00 per page \$2.00 per certified page

CLASS B – LITIGATION REQUESTER (any person making the request via a subpoena from state or federal court, administrative board, etc., or via a request for production of documents from a non-party, etc.)

1. Clerical time to locate, arrange, organize, etc., records requested	\$15.00/hr or \$1.50/10 th of hour (First 1/10 hr waived/no charge)
2. Photocopies (8½” x 11” or 8½” x 14”)	\$1.00 per page
3. Duplication of video tapes	\$25.00 per tape
4. Photocopies of the following reports – Accident, Incident, Arrest	\$5.00 per page
5. Photocopies of Police case files (e.g. Search Warrants, Statements, Investigative Files)	\$3.00 per page
6. Blueprints (24” x 32” and other)	\$4.00 per page
7. Ordinance No. 172 (Zoning Ordinance)	\$15.00 on paper \$75.00 on disk
8. Subdivision Regulations	\$6.00
9. Consultation with city attorney by city officials and/or lawyers for the Litigation Requester for subpoenas and/or request for production of documents	\$1.00 per page \$2.00 per certified page

In the event the City’s original records and documents are subpoenaed for trial, the City Attorney or City Clerk is authorized to negotiate an agreement with the party issuing the subpoena to waive all copying fees in return for producing copies in lieu of original records.

Section 2: All ordinances or parts of ordinances in conflict are to the extent of such conflict repealed.

Section 3: This Ordinance shall become effective immediately upon its adoption and publication required by law.