

Town of Eclectic, Alabama
Policy Statement
Administrative & Procedures Guidelines

Policy Statement Number: 17

Title: Public Records Access

Approval: Mayor and Town Council

Application: Public

Effective Date: August 16, 2021

Policy Brief and Purpose:

The Town of Eclectic supports open and transparent government. Under existing law, every citizen has a right to inspect and take a copy of any public writing, except as otherwise provided by statute. To comply with the law and to standardize the procedure, the Town of Eclectic has adopted this Public Records Access Policy.

1. The Mayor or his/her designee shall be the Custodian of Records. The Custodian shall make all determinations with the consult of Town legal counsel on whether requested information may be released. The Custodian shall make public information available for inspection and copying while protecting public records from alteration, mutilation, loss or unlawful removal.
2. Request for public information shall be made in writing on the attached Public Records Request Form. These forms may be obtained from the Town Clerk's office Monday through Friday, 8:00 a.m. through 4:30 p.m. or downloaded from the link on the Town of Eclectic web page at www.townofeclectic.com.
3. Once the request for a public document is received, the Custodian will determine through legal counsel if the requested information may be provided. When approved, the Custodian will forward the request to the appropriate personnel to compile the requested documents. Under normal circumstances, the Custodian will make documents available for inspection. After inspection and upon identification of specific documents to be copied, pre-payment of projected fees shall be made to the Town before documents are copied. Any adjustments to copying fees will be made upon completion. No more than

three (3) qualifying documents may be requested at one time. The Town will make those records available within fourteen working days from the date a Public Records Request Form is approved. If the Public Records Request for information is determined to be exempt from disclosure, written notification of the determination will be mailed within seven working days from the date the request is denied. Appeals regarding a determination may be made to the Town Council and the Town's legal counsel.

4. As provided by the law in The Code of Alabama, 1975, Section 36-12-41, a fee of \$1.00 per page for black and white and \$2.00 per page for color copies of public documents shall be charged. In addition, Public Records Requests entailing research shall be assessed a \$20 per hour fee or a \$5 per quarter hour incremental fee. All fees must be paid in advance.

Approved and signed this the 16th day of August, 2021.

Gary Davenport – Mayor

COUNCIL
